DOCUMENT RESUME

ED 125 378 HE 007 485

TITLE	The University of New Mexico Faculty Handbook.
INSTITUTION	New Mexico Univ., Albuquerque.
PUB DATE	Jul 75
NOTE	191p.
EDRS PRICE	MF-$0.83 HC-$10.03 Plus Postage.
DESCRIPTORS	Academic Standards; Administrative Organization; *Administrative Policy; *College Faculty; Governance; *Higher Education; *Personnel Policy; Research; *State Universities
IDENTIFIERS	*Faculty Handbooks; University of New Mexico

ABSTRACT

This faculty handbook includes the faculty constitution, affirmative action plan, full statement on such policies as tenure, extramural utterances, research and publication (including classified research), off campus speakers, acceptance of gifts, etc. Faculty-student relations procedures are also detailed. (JT)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

FACULTY HANDBOOK

THE UNIVERSITY OF NEW MEXICO

December 1966

(Revised December 1967, September 1968, April 1969, January 1970, October 1970, May 1971, October 1971, November 1972, August 1973, July 1974, July 1975)

INDEX OF REVISIONS

The following pages were revised or added, as of the dates indicated, and each such page bears a footnote to this effect:

December 15, 1967

8, 11, 12, 13, 14, 19, 19A, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 33A, 33B, 33C, 43, 60, 61, 61A, 61B, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 75, 80, 82, 88, 89, 90, 91, 92, 93, 94, 95, 96, 98, 100, 101, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 135, 140, 141, 142, 143, 144, 145, 146, 148, 149, 150, 151, 152, 153.

September 1, 1968

1, 2A, 9, 11, 12, 13, 14, 15, 16, 19, 19A, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 33A, 33B, 33C, 33D, 41, 60, 62, 63, 64, 71, 72, 74, 78, 79, 80, 81, 82, 82A, 82B, 83, 89, 95, 97, 101, 102, 104, 105, 108, 109, 111, 112, 113, 114, 116, 117, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 142, 143, 144, 149, 150, 151, 152, 153, 154.

April 15, 1969

1, 2A, 8, 11, 12, 13, 14, 15, 19A, 27, 28, 29, 32, 33, 33D, 34, 35, 35A, 42, 51, 52, 53, 54, 55, 56, 57, 63, 68, 71, 80, 81, 82B, 90, 95, 104, 104A, 116, 122, 123, 127, 128, 129, 129A, 134, 135, 148, 149, 150, 151, 152, 153.

January 20, 1970

1, 2A, 3, 11, 13, 14, 15, 16, 19, 19A, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33B, 33C, 33D, 34, 35, 42, 44, 53, 54, 55, 56, 57, 58, 59, 61A, 62, 63, 69, 70, 71, 73, 82A, 82B, 83, 84, 95, 96, 100, 101, 102, 103, 104, 104A, 105, 106, 107, 108, 111, 112, 114, 116, 119, 123, 125, 126, 127, 128, 129, 129A, 134, 137, 148, 149, 150, 151, 152, 153, 154.

October 1, 1970

1, 2A, 3, 11, 12, 13, 14, 17, 18, 18A, 18B, 18C, 18D, 18E, 19, 19A, 20, 21, 23, 24, 25, 26, 27, 28, 33A, 33B, 51, 52, 53, 54, 55, 56, 57, 58, 63, 64, 65, 66, 66A, 66B, 67, 71, 72, 81, 82B, 83, 91, 91A, 91B, 93, 103, 111, 112, 113, 114, 116, 116A, 116B, 116C, 116D, 117, 120, 127, 128, 129, 129A, 133, 134, 149, 150, 151, 152, 153, 154.

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70

May 1, 1971

1, 2B, 12, 19A, 20, 20A, 21, 22, 24, 27, 29, 30, 33, 33A, 33B, 34, 39, 39A, 41, 42, 50A, 50B, 51, 57, 63, 64, 65, 66, 67, 68, 69, 71, 82B, 83, 88, 100, 102, 105, 106, 107, 112, 113, 114, 117, 119, 123, 129A, 130, 133, 134, 135, 143, 144, 149, 150, 151, 152, 153, 154

October 1, 1971

1, 2B, 7, 8, 9, 10, 11, 13, 16, 19A, 27, 28, 29, 31, 56, 57, 58, 59, 60, 69, 72, 82A, 82B, 83, 104, 104A, 119, 123, 124, 124A, 140, 144, 145, 148, 149, 150, 151, 152, 153, 154

November 1, 1972

1, 2B, 12, 13, 14, 15, 16, 19A, 20, 22, 25, 26, 28, 30, 33, 33C, 33D, 43, 44, 56, 58, 61, 62, 63, 64, 65, 65A, 65B, 66, 66A, 66B, 67, 68, 71, 72, 73, 74, 76, 82A, 82B, 83, 91B, 95, 96, 97, 98, 99, 100, 101, 102, 104, 106, 109, 110, 117, 124A, 124B, 125, 127, 128, 129, 129A, 130, 135, 144, 148, 148A, 148B, 149, 150, 151, 152, 153, 154, 155

August 15, 1973

1, 2B, 7, 8, 9, 11, 12, 13, 14, 16, 17, 19A, 20, 20A, 21, 22, 23, 24, 25, 26, 27, 28, 30, 31, 32, 33, 33A, 33B, 33C, 51, 56, 57, 58, 61, 61B, 62, 63, 64, 65, 65A, 65B, 65C, 65D, 66, 67, 68, 71, 72, 73, 74, 74A, 80, 89, 94, 96, 99, 100, 106, 110, 112, 119, 120, 122, 123, 124, 124A, 124B, 127, 128, 129, 129A, 130, 131, 133, 134, 135, 136, 137, 138, 139, 141, 142, 144, 148, 148A, 148B, 149, 150, 151, 152, 153, 154, 155

July 1, 1974

1, 2B, 7, 11, 12, 13, 14, 15, 16, 17, 19, 19A, 20, 20A, 24, 25, 26, 27, 28, 30, 31, 32, 33, 33A, 33B, 33C, 33D, 56, 57, 58, 59, 60, 61, 61A, 61B, 61C, 61D, 62, 63, 64, 65, 65C, 66, 66A, 66B, 66C, 66D, 67, 68, 69, 70, 71, 72, 74A, 79, 80, 81, 82, 82A, 82B, 83, 89, 90, 91, 91A, 93, 94, 95, 96, 97, 99, 104, 106, 111, 116D, 119, 120, 121, 122, 123, 124, 124A, 124B, 125, 126, 127, 129, 129A, 130, 133, 134, 135, 139, 143, 144, 145, 148, 148A, 149, 150, 151, 152, 153, 154, 155

July 1, 1975

1, 2B, 12, 13, 14, 15, 16, 19A, 20, 20A, 21, 23, 24, 26, 27, 29, 32, 33B, 33C, 33D, 34, 35A, 39, 42A, 42B, 42C, 42D, 57, 58, 59, 61, 61D, 63, 64, 65, 65A, 65B, 65C, 66, 66A, 66B, 66C, 66D, 66E, 66F, 69, 70, 71, 73, 80, 82A, 82B, 83, 91A, 91B, 93, 94, 95, 97, 98, 99, 100, 104, 104A, 105, 106, 120, 122, 127, 128, 129, 129A, 130, 131, 132, 133, 134, 135, 143, 144, 146, 148, 148B, 149, 150, 151, 152, 153, 154, 155

Foreword

The *Faculty Handbook* provides in a single publication a body of basic information for members of the teaching staff. Included are the various procedures, policies, and regulations which affect the faculty member, the benefits and services which are available to him, and a key to the organizational structure and lines of communication within the University. We hope that this compilation will prove helpful in the orientation of new members and serve as a convenient guide or source of reference for those of longer standing.

In this connection, mention might be made of three additional handbooks or manuals which may be useful as references: the Staff Personnel Policies and Practices Manual, the Administrative Procedures Manual, and the Secretarial Procedures Manual.

Comment and criticism, as well as suggestions as to how the *Faculty Handbook* may be made more useful, are invited by the University Secretary.

October 1, 1970

FERREL HEADY
President

Preface

The comprehensive contents of the *Faculty Handbook* have been somewhat arbitrarily grouped into seven main sections entitled "History and Organization"; "Conditions of Employment"; "Faculty Privileges and Security Benefits"; "Research and Publication Opportunities"; "Administrative Procedures and Regulations Affecting the Faculty"; "Faculty-Student Relations"; and "Services, Facilities, and General Information." The various items within these broad groups are listed alphabetically, and, for maximum utility, there is a cross-referenced index at the rear of the handbook.

In the event that a formal policy statement exists in a given area, such as academic freedom and tenure or sabbatical leaves, no effort has been made to summarize the policy; instead, brief mention of it is supplemented by the verbatim statement in the body of the text.

It should be noted too, that in most cases the *Handbook* attempts to supplement or footnote, rather than duplicate, material already treated in the General Catalog or other publications. The section on "Grades and Grade Reporting" is a case in point, and references to the catalog are found there and under other topical headings throughout the *Handbook*.

Further, it is not the purpose of the *Handbook* to serve in any way as a manual of administrative or departmental procedures. Several of the colleges and departments have issued procedural directives of their own, but no attempt has been made to include or reference such material.

A publication such as this can never be fully current, since University policies, procedures, and regulations, as well as benefits and services, are constantly under review, and both experience and changing conditions will suggest periodic modifications

or additions. Therefore, to facilitate change and updating, and to avoid frequent and costly new editions, the *Handbook* was designed in looseleaf form. Accordingly, whenever a change seems advisable, new pages will be printed and marked with the date of the revision, and *Handbook* owners will be asked to make the necessary additions or substitutions.

Since much of the material in the *Handbook* was not previously in written form, the omission of important items is more than likely. The University Secretary will welcome suggestions for additions, corrections, or refinements.

JOHN N. DURRIE
University Secretary

ACADEMIC YEAR . . . the period which includes Semester I and Semester II. (A separate Summer Session, not part of the Academic Year, is held, with dates as noted in the academic calendar.)

ACCREDITATION . . . the type of recognition held by an educational institution. There are a number of nationally recognized accrediting agencies and associations which are reliable authorities on the quality of training offered by educational institutions. By voluntarily conforming to the standards of excellence set by an agency or association, an institution becomes eligible for inclusion in its accredited or approved list. Regional accrediting associations such as the North Central Association of Colleges and Secondary Schools accredit the institution as a whole; professional agencies such as the Engineering Council for Professional Development are concerned in particular with the standards of the professional schools or programs in their respective fields.

ADMISSION . . . acceptance of an applicant for enrollment.

CLASS . . . the regularly scheduled meeting of an academic course; also a group of students whose graduation date is the same—freshman, sophomore, junior, senior.

CLASSIFICATION . . . the designation used for the student's year of study in terms of his progress toward his chosen degree—freshman, sophomore, junior, senior.

COLLEGE . . . an organizational unit of the University normally offering courses and curricula leading to a particular degree or degrees, and supervising the academic progress of students working toward those degrees. The University College supervises all freshmen programs but is not a degree-granting college with the exception of the BUS degree program and certain 2-year associate degrees. The degree colleges or schools to which students may transfer, if eligible, after completion of the freshman year are: Arts and Sciences, Business and Administrative Sciences, Education, Engineering, Fine Arts, Nursing, and Pharmacy. The Graduate School, the School of Law, and the School of Medicine offer advanced study.

Page revised 10/1/71, 8/15/73, 7/1/74

COURSE . . . a particular subject in which instruction is offered within a given period of time—thus, a course in English.

CREDIT . . . a numerical system for evaluating a student's progress toward a degree, described in terms of semester hours (see definition of semester hours). In order to earn a degree in the normal four-year period, the student will average at least 16 semester hours' credit per semester since the minimum credit required for any bachelor's degree is 124 semester hours.

CURRICULUM . . . a body of courses required for a degree or a diploma or constituting a major field of study.

DEGREE . . . a title bestowed as official recognition for the completion of a curriculum. The bachelor's degree is the first-level degree granted normally upon completion of a four-year course of study in a given field. The master's degree is an advanced degree which requires at least one additional year beyond the bachelor's degree. The doctor's degree, or doctorate, is an advanced degree requiring at least three years beyond the bachelor's degree. The professional degrees of Juris Doctor and Doctor of Medicine require three and four years, respectively, beyond the pre-professional curricula. The University is also granting some 2-year undergraduate degrees. The honorary degree is bestowed in recognition of outstanding merit or achievement without reference to the fulfillment of academic course requirements.

DEPARTMENT . . . a division of a college which offers instruction in a particular branch of knowledge; for example, the Department of English.

ELECTIVE . . . a course which the student may study by choice but which may or may not be required for his particular degree.

FISCAL YEAR . . . the period from July 1 through June 30.

GRADUATE STUDENT . . . one who has earned a bachelor's degree and is enrolled for advanced work in the Graduate School.

MAJOR . . . the field of study in which the student chooses to specialize.

MINOR . . . the field of second emphasis. Fewer semester hours' credit are required for a minor than for a major.

Page revised 12/15/67, 4/15/69, 10/1/71, 8/15/73

NEW STUDENT . . . one who is registering for the first time in the University of New Mexico or for the first time in its Graduate School, its School of Law, or its School of Medicine, or a student transferring from non-degree to degree status in this University.

PREREQUISITE . . . the requirement which must be met before a certain course can be taken.

READMITTED STUDENT . . . one who has previously registered for residence credit in this University but whose attendance has been interrupted by one or more semesters.

REGISTRATION . . . the act of enrolling in classes. A registration period is held at the beginning of each semester and summer session. At that time, the student with the help of his adviser chooses a program of courses for the session and fills in forms necessary for proper recording of his enrollment.

RESIDENT-FOR-TUITION-PURPOSES . . . classification as a resident of the State of New Mexico for purposes of assessing tuition. Determined on the basis of regulations applying to all institutions of higher learning in New Mexico.

RESIDENT STUDY (OR RESIDENCE WORK) . . . enrollment in courses on the campus or in courses off-campus which are allowed by special action to count as residence credit, as distinguished from correspondence or extension credit.

RETURNING STUDENT . . . one who was registered in the immediately preceding session.

SEMESTER . . . an instructional period of 16 weeks. For dates, see Academic Calendars.

SEMESTER HOUR . . . the credit that is allowed for one 50-minute period per week throughout a semester in a lecture class. A course listed for three hours' credit would meet for three periods per week throughout the semester; for example: on Monday, Wednesday, and Friday from 10:30 to 11:20 a.m. Credit for laboratory work, studio, activity physical education, and ensemble music requires more class time per credit hour.

Page revised 9/1/68, 10/1/71, 8/15/73

CONTENTS

(See Index at back for complete alphabetical listing of topics)

	Page
INDEX OF REVISIONS	2A
FOREWORD	3
PREFACE	5
GLOSSARY OF TERMS	7
I. HISTORY AND ORGANIZATION	
Historical Sketch	15
Institutional Objectives	16
Government and Support	17
Rights and Responsibilities at the University of New Mexico	18B
State of Emergency	18E
Code of Conduct	19
Administration and Organization	19
Organization Chart	19A
The University Faculty	20
Faculty Constitution	20
Meetings of the Faculty	24
Committees	24
Professional Titles	33C
Accreditation	33D
II. CONDITIONS OF EMPLOYMENT	
Academic Freedom and Tenure	34
Academic Load	51
Appointment and Continuation in Office of Departmental Chairmen	51
Appointments and Promotions	52
Dates of Campus Duty	56
Employment	56
Equal Employment Opportunity and Affirmative Action Plan	57
Faculty Contracts	57
Holiday Policy	58
Outside Employment and Extra Compensation Paid by the University	59
Payroll Data	61
Postdoctoral Fellows	61
Visiting Scholars	61A
Withholding Exemption Certificate	61C

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 10/1/71, 8/15/73, 7/1/74

Page

III. FACULTY PRIVILEGES AND SECURITY BENEFITS

Enrollment of Faculty Members in University Courses 61D
Fellowships 62
Group Insurance 63
Housing for Faculty 66B
Leave Policies and Faculty Absence from Assigned Duties 66B
Participation in Learned Societies 67
Political Activities of UNM Faculty 67
Retirement 68
Social Security 71
Special Admission Rates for Athletic and Fine-Arts Events 71
Tax-Deferred Annuities 72
Travel Funds 72
Unemployment Compensation 73
Workmen's Compensation 73

IV. RESEARCH AND PUBLICATION

Classified Research Policy 74
Human Beings as Subjects in Research 74A
Overseas Research: Guidelines 78
Publication Opportunities 79
Reprints of Scholarly Research Publications . . . 80
Research Support 81
Sponsored Research 83

V. ADMINISTRATIVE PROCEDURES AND REGULATIONS AFFECTING THE FACULTY

Annual Reports 88
Biographical Record Form 88
Copyright 88
Emergency Procedures and Safety Regulations . . . 89
Honorary Degrees 90
Jury Duty 90
Legal Advice in Behalf of UNM 91
Off-Campus Speakers 91
Parking and Traffic Regulations 91B
Patents 91B
Personnel Policies and Practices for Staff and Student Employees 94
Purchasing 94
Summer Session Teaching 94
Time Slip 95
University Vehicles 96

13

Page revised 12/15/67, 9/1/68, 4/15/69, 10/1/71, 5/10/70, 11/1/72, 8/15/73, 7/1/74, 7/1/75

VI. FACULTY-STUDENT RELATIONS

	Page
Academic Probation and Suspension	97
Advisement and Counseling	97
Allowable Maximum Semester Hour Load	98
Audited Courses	98
Change in College	98
Changes in Program of Studies	98
Class Lists	100
Class Scheduling	101
Classroom Change Requests	102
Closed Period	102
Dishonesty in Academic Matters	103
Examination to Establish or Validate Credit	104
Final Examination Schedule	104A
Grades and Grade Reporting	105
Honors Programs	107
Interval Between Classes	108
Referral Services for Students	108
Smoking in Classrooms and Teaching Laboratories	111
Student Attendance	111
Student Consultation	112
Student Directory	112
Student Government	112
Student Standards Policy	113
Academic Due Process at UNM	116
Interim Standby Policy for Student Hearings	116B
Student Publications	117
Textbooks	117

VII. SERVICES, FACILITIES, AND GENERAL INFORMATION

Alumni Office	119
UNM Bookstore	119
Computing Center	119
Concerts, Lectures, and Other Cultural Activities	120
Conferences, Institutes, and Non-Credit Courses	121
Coronado Credit Union	122
Courtesy Letter	123
Data Processing Center	123
Faculty Exchange Center	123
Faculty-Staff Directory	124
Faculty-Staff Newsletter	124

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 10/1/71, 11/1/72, 8/15/73, 7/1/74, 7/1/75

Graduate, and Teaching Assistantships; Teaching Associateships; Research Assistantships . . . 124
Identification Card 124A
Instructional Media Services 124A
Intercollegiate Athletics 124B
International Programs and Services Office 125
Keys 125
Lawrence Ranch 127
Libraries—General University Library 127
Libraries—School of Law Library 129A
Libraries—Health Sciences Library 130
Museums, Collections, and Exhibits 131
New Mexico Union 133
Off-Campus and Independent Study Courses . . . 135
Off-Campus Instruction 136
Organizations 137
Photo Service 137
Physical Plant Department Services 137
Postal and Mailing Services 138
Printing and Duplicating Services 139
Public Information Office 140
Recreational Facilities 141
Telephone and Telegraph 142
Television 144
University Development 145
The Greater UNM Fund 145
Policies on Acceptance of Gifts 145
University Facilities 148
University of New Mexico Bulletin 148B

VIII. INDEX 149

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 11/1/72, 8/15/73, 7/1/74, 7/1/75

HISTORY AND ORGANIZATION

Historical Sketch

The University of New Mexico was created by an act of the Territorial Legislature in 1889, opened as a summer normal school on June 15, 1892, and began full-term instruction on September 21 of the same year. Its development since that time has been extraordinary. The 20 acres comprising the original campus have become more than 500, and buildings have increased from a single structure to 110. In the fall of 1969, the student enrollment was 15,700 and the full-time faculty numbered more than 650.

The development of new colleges and divisions has kept pace with the physical growth of the institution. The College Department became the College of Literature and Arts in 1898, later acquiring its present title of College of Arts and Sciences. The College of Engineering opened in 1906, and the Graduate School in 1919. In 1928 the College of Education was created; in 1935 the General College (now the University College); and in 1936 the College of Fine Arts. A unit of the United States Naval Reserve Officers Training Corps was established May 20, 1941. In 1945 the following new divisions became an active part of the University program: the College of Pharmacy, the Division of Government Research, and the Bureau of Business Research. In 1946 the Institute of Meteoritics was added to the University's research program. The College of Business Administration and the College of Law were organized in the fall of 1947. The title "College of Law" was changed to "School of Law" in 1960; the "College of Business Administration" was renamed the "School of Business and Administrative Sciences" in 1968 and the Robert O. Anderson School of Business and Administrative Sciences in 1974. An Air Force Reserve Officers Training Corps unit was established in 1949. Although extension work was offered as early as 1913, the Extension Division as a separate unit with a full-time director began operations in 1928. A reorganization took place in 1953 which combined the Division of Extension, the Summer Session, the credit and non-credit evening program, conferences, and short-course offerings under the single administrative unit, Division of Extension, Summer Session, and Community Services. The Division, redesignated the Division of Continuing Education in 1968 and the Division of Continuing Education and Community Services in 1974, also administers the Community College (credit and non-credit sections). As of 1970-71, the Summer Session was placed under the same administration as the regular sessions of the University. The College of Nursing was established in 1955, and in 1956 the Los Alamos Graduate Center (known as Los Alamos Residence Center from 1970 to 1973) and the University College were created. Upon the establishment of the University College,

Page revised 9/1/68, 4/15/69, 1/20/70, 11/1/72, 7/1/74, 7/1/75

the General College was abandoned. The Holloman Graduate Center was created in 1957, and in 1966 was redesignated the Holloman Graduate and Continuing Education Center; the Center was deactivated in 1971. The School of Inter-American Affairs, established in 1941, was known as the Division of Foreign Studies from 1959 to 1965 when it became the Division of Inter-American Affairs. A School of Medicine was established in 1961 and enrolled its first entering class in the fall of 1964. While initial plans were for a two-year school of the basic medical sciences, approval was received in 1965 to move to a four-year program. The Language and Area Center for Latin America was established in 1965 and was renamed the Latin American Center in 1970. In 1968, the branch college in Gallup was established, as were the Andean Study and Research Center in Quito, Ecuador, and the Institute for Social Research and Development, and in 1969 the Division of Public Administration was created. In 1970, three ethnic studies programs—Afro-American Studies, Chicano Studies, and Native American Studies—were established. The Northern Branch College of the University, with headquarters in Espanola, was established in 1973 and the Santa Fe Graduate Center in 1975. Also in 1975, the Department of Architecture became the School of Architecture and Planning.

Institutional Objectives

The University has as its primary responsibility the task of serving the citizens of the State of New Mexico by offering the opportunity of a well-rounded education at the higher level. The ultimate goal of college or university education is to equip the maximum number of citizens with the understanding and wisdom which will aid them in becoming useful and responsible members of a democratic society. The University also recognizes its duty to supply other services which foster the culture and welfare of the people.

GENERAL EDUCATION

Personal Development. There are skills, intellectual abilities, and standards of behavior which are essential to the educational and moral progress of every individual. Therefore, the University recognizes its responsibility to help each student toward the highest possible personal development through the attainment and maintenance of skills of communication, skills of reasoning and critical thinking, good habits of study and of independent investigation, and sound standards of behavior in matters of health and social responsibility.

Liberal Education. The University proposes also to bring the student to an awareness of current problems and a desire to aid in their solution, and above all, to give him the enlarged perspective that comes through an understanding of the social, scientific, artistic, literary, religious, and philosophical traditions—the cultural heritage of mankind.

SPECIAL AND PROFESSIONAL EDUCATION

It is a further purpose of the University to provide opportunities for training in scholarly and technical fields. To serve the needs of the State and the welfare of its people, the University offers a variety of curricula for those students who desire and are capable of professional attainment. Training in the professions is intended to supplement the general education of the student and to equip him for a career.

SCHOLARSHIP AND RESEARCH

A prime responsibility of the University is to make its contribution to the total body of knowledge through original investigation. A special obligation to give due concern to the problems of the State and region is also recognized. To these ends the University encourages its students and faculty to engage in research, scholarship, and creative activity by providing suitable facilities in an atmosphere conducive to achievement.

The findings of research are made available to the public through various bureaus, a program of publications, and technical advisory services.

ADULT EDUCATION AND CULTURAL PROGRAMS

In order to extend its services to those not regularly enrolled as full-time students, the University offers extension, correspondence, and evening courses. In addition, by sponsoring exhibits, lectures, forums, and concerts on its campus and through the media of radio and television, the University seeks to make significant contributions to the cultural life of the State.

Government and Support

The laws of New Mexico provide for the control and management of the University by a board of five Regents, all qualified electors of the state, the board constituting a corporate body, the Regents of the University of New Mexico. The five Regents are appointed by the Governor of the State, with the consent of the Senate, for staggered terms of six years. The Governor and State Superintendent of Public Instruction are designated as ex officio members and there are three non-voting advisers—the chairman of the Faculty Policy Committee, the president of the Associated Students, and the president of the Graduate Student Association.

Universities of excellence historically and traditionally have enjoyed the autonomy and integrity necessary to accomplish their mission as institutions of higher learning engaged in education and in the search for and dissemination of truth. And so it has been, and must continue to be, at the University of New Mexico. The preservation of the necessary degree of autonomy and integrity and the continuation of the atmosphere of free and open inquiry must remain as essential goals in order that the University maintain excellence in the accomplishment of its primary mission as an

Page revised 10/1/70, 8/15/73, 7/1/74

institution of higher learning engaged in education and the search for and dissemination of truth.

Throughout the nation recent events, including campus disorders and the reaction to them, have posed a threat to this autonomy and integrity and have raised a question about the ability of universities to continue to serve as effective centers of learning in an atmosphere of open and free inquiry. The conditions which have produced these events are national, and even international, in scope. The causes are multiple and the solution not simple. While we work as a nation toward the solution of the underlying problems of our society, we must also insure that our universities remain open as centers of free inquiry. The Regents, charged by law with responsibility for the governance of the University of New Mexico, reaffirm the following principles as fundamental to the functioning of a university in a free society and as fully applicable at the University of New Mexico.

(1) The purpose of the University is education—teaching, research, discussion, learning, and service. The Regents and the vast majority of students, faculty, staff, alumni, and citizens share the same goal for the University—that it be a stable and peaceful center of education, free from coercion and the unlawful use of force. The employment of such objectionable tactics violates the rights of others and has an adverse effect on the entire institution. Neither violence nor intimidation has any place in a university, and neither will be tolerated by the Regents.

(2) "First Amendment rights, applied in light of the special characteristics of the school environment, are available to teachers and students. It can hardly be argued that either students or teachers shed their constitutional rights to freedom of speech or expression at the schoolhouse gate."* Freedom of inquiry and freedom of expression are indispensable elements of a great university. The freedom to express dissent by lawful means, including peaceable assembly and the right of petition, is as important on a university campus as elsewhere in our society. The Regents have protected and defended and will continue to protect and defend the academic freedom of all members of the University community. The Regents do not seek conformity; they insist, however, that the expression of dissent be made by legitimate means. The exercise of freedom to dissent must not interfere with the rights of others or with the educational process. (In this respect the Regents concur with and commend the large majority of students, faculty, and staff who have used such peaceful means.)

*Tinker v. Des Moines Community School Dist., 393 U.S. 503, 89 S. Ct. 733 (1969).

(b) Those members of the Voting Faculty present, but no fewer than ten percent of the Voting Faculty on active duty at the beginning of the academic year, shall constitute a quorum for business at a faculty meeting. Members not on active duty may, however, attend meetings and vote. Voting shall be by a simple majority of those present, except on procedural matters, which shall be governed by Robert's *Rules of Order*, and on amendments to this Constitution, which shall be voted upon in the manner prescribed in Article IV, Sec. 2. (On April 8, 1975, the Faculty approved a proposal that members of the Voting Faculty not on active duty—i.e., those on leave—be permitted to vote on any issue submitted to the Faculty in a mail ballot.)

(c) Special meetings shall be called by the presiding officer at his discretion, or whenever a request in writing is made by no fewer than five percent of the Voting Faculty on active duty at the beginning of the academic year, or by a majority vote of any College Faculty.

NOTE: (1) The following standing rule was approved by the Faculty on May 20, 1969: "Meetings of the University Faculty shall normally be scheduled for two hours. If the agenda of a particular meeting is not concluded within two hours, a motion to adjourn shall include provision for a subsequent meeting. Alternatively, a two-thirds vote of those present could extend the meeting for another thirty minutes." (2) The following standing rule was approved by the Faculty on October 27, 1970: "Discussion and debate of any item on the agenda shall be limited to forty-five minutes unless an extension of that time is approved by majority vote. No person may speak more than twice on any item, nor longer than five minutes at either time. The presiding officer will adjudge specific applications of this standing rule."

Sec. 6 (a) Committees: There shall be a Faculty Policy Committee empowered (1) to exercise ultimate responsibility for the agenda of University Faculty meetings; (2) to define duties, nominate members, and designate chairpersons for the standing committees of the University Faculty, subject to consultation with the President of the University and confirmation by the Voting Faculty; (3) to create special committees to assist it and be responsible to it; (4) to schedule reports from any committee at designated meetings of the University Faculty; (5) to consider matters of educational policy in general whenever such matters are not appropriate to any other committee; (6) to consult with the Administration in the development of the budget, with special attention to the policy questions of the distribution of resources; (7) to make other reports and recommendations directly to the University Faculty for action by that body; and (8) to express to the Regents and others Faculty points of view when authorized to do so by the Voting Faculty. By petition of members of the Faculty, singly or in groups, the Faculty Policy Committee shall serve to represent such members before the Regents in any matter believed worthy by that Committee.

(b) The Policy Committee shall be elected as follows: one member elected by each of the College Faculties; one member elected by the Library Faculty; one member elected by the Graduate Committee; and three members-at-large elected by the Voting Faculty, of which not more than two shall be from any one College. Deans and *ex officio* members shall not be eligible to serve on this Committee. For each new College created a member shall be added to the Policy Committee as representative of that College. Members shall be elected to the Policy Committee for a term of two years. A member cannot serve more than four years in succession. A member who has served on the Committee is eligible for reelection after a period of two years. To originate the Committee, each of the eight Colleges or Schools shall draw lots to determine the four that shall elect members for one year; and the Voting Faculty shall elect three members preferentially, of which the first two shall hold office for two years, the third for one year. After the first election all members shall be elected for two years and elections shall be held whenever a

vacancy exists by reason of the completion of a term or for other reasons. Normally these elections will take place as late in the academic year as possible.

(c) The chairperson of the Faculty Policy Committee shall be elected by the Committee.

(d) There shall be an Academic Freedom and Tenure Committee to discharge the functions assigned to it under the provisions of the Policy on Academic Freedom and Tenure; from time to time to review the Policy and recommend appropriate changes in it; to recommend approval or disapproval of applications for sabbatical leave; and to make recommendations for appropriate changes in the sabbatical leave policy of the University.

(e) The membership of the Academic Freedom and Tenure Committee shall be composed and elected as follows: Nine regular members and five alternates, all of whom shall be members of the Voting Faculty, with tenure (or whose tenure decision date has passed without adverse notification). Not more than one member of any department shall serve as a regular member or an alternate on the Committee at the same time. Nominations shall be made from the floor at the regular faculty meeting preceding the election meeting. Additional names may be placed in nomination by written petition signed by five members of the Voting Faculty presented to the Faculty Secretary at least ten days before the scheduled election meeting. Election of regular Committee members and alternates shall be at a regular faculty meeting during the second semester of each academic year. Election of regular members and alternates shall be by a single preferential ballot. The term of service shall be two years for regular Committee members and one year for alternates. No regular Committee member shall serve more than two consecutive two-year terms. Chairperson elected by Committee. For a complete statement of the composition, functions, and duties of the Committee on Academic Freedom and Tenure, see Section 20 of the Policy on Academic Freedom and Tenure.

(f) The University Faculty may elect special committees. These committees shall elect their own chairpersons.

(g) Any member of the University Faculty is eligible for membership on standing and special committees except as stated in Article I, Section 6, paragraph (b). No single member shall serve on more than two standing committees at a time.

(h) The duties and responsibilities of every committee as defined by the Policy Committee shall be incorporated in the By-Laws of the University Faculty after approval by a majority of the Voting Faculty.

Article II. College and Departmental Organization

Sec. 1 College Responsibilities: The Faculty of each College shall be an autonomous unit in all matters relating to that particular College, subject to review under the powers set forth in Article I, Section 2.

Sec. 2 Membership: Faculty membership in a college or department shall be as defined in Article I, Section 1(a) for membership on the University Faculty. For college and departmental voting purposes, such membership shall normally be as defined in Article I, Section 1(b). Those faculty members of a college or department whose eligibility to vote is defined in Article I, Section 1(b) may, upon formal motion and majority approval, establish a general policy extending voting privileges in that college or department to those holding the rank of instructor with fewer than three years of full-time service and to those—i.e., faculty members*—holding temporary or part-time appointments in that college or department. Formal notification of such

*The Policy Committee has directed that these words be inserted to clarify the intent of this provision.

action shall be made to the Secretary of the University. Persons described in Article I, Sections 1(a) and 1(b) as ex officio members of the Faculty shall have voting privileges only in the colleges and departments in which they hold academic rank.

Sec. 3 (a) Procedure: The Faculty of each College shall decide upon the procedure for the efficient functioning of the College.

(b) Regular meetings shall be held at intervals agreed upon by the College Faculty. Special meetings shall be called by the presiding officer at his discretion, or whenever a request in writing is made by ten members of the College Faculty, or by a majority from a Faculty of fewer than twenty members.

Sec. 4 (a) Departments: The Faculty of each Department shall, with the advice and consent of the Dean of the College, decide upon the organization and procedure for the efficient functioning of the Department.

(b) Meetings shall be called by the presiding officer at his discretion or whenever a request in writing is made by ten per cent of the departmental faculty.

Article III. The Administration

Sec. 1 The President: The President of the University shall be the principal officer of the University, and with the assistance of his administrative officers shall carry out the measures enacted by the Voting Faculty within the scope of its responsibilities, and shall perform those duties assigned to him by the Regents.

Sec. 2 The Vice-Presidents: The Vice-Presidents shall perform such duties as the President may from time to time assign.

Sec. 3 (a) Deans of Colleges and Schools: The appointment of Deans of Colleges shall be recommended to the Regents by the President after appropriate consultation with all Department Heads of the College concerned, University Officers, and other interested persons. The appointment of the Dean of the Graduate School shall be recommended to the Regents by the President after appropriate consultation with the Graduate Committee, University Officers, and other interested persons.

(b) The Dean shall be the principal officer of the College or School. He shall act as executive officer and representative of the College Faculty, and, with regard to educational policy, shall prepare plans for the consideration of his Faculty, shall carry into effect those plans which it adopts, and shall perform such other duties as properly fall within the scope of his office.

(c) The Dean shall be the presiding officer at meetings of the College Faculty. In case of his absence or inability to preside, he shall designate a substitute.

Sec. 4 Other Administrative Officers: The appointment of administrative deans (Dean of Students) and of other chief administrative officers shall be recommended to the Regents by the President. They shall perform such duties as properly pertain to their offices.

Article IV. General

Sec. 1 Adoption of Constitution: This Constitution shall be effective when approved by a two-thirds vote of the University Faculty present and voting and ratified by the Regents.

Sec. 2 Amendments: This Constitution may be amended by a two-thirds vote of those Voting Faculty members responding to a mail ballot after presentation twice to the Faculty for debate in meetings at least four weeks apart and subsequent ratification by the Regents.

Page revised 12/15/67, 9/1/68, 1/20/70, 10/1/70, 8/15/73, 7/1/75

Sec. 3 By-Laws: This Constitution may be supplemented by By-Laws adopted by a majority vote of the Voting Faculty. Such By-Laws will normally include: (1) interpretations and implementations of this Constitution; (2) the Tenure Act of the University; (3) a statement of promotional policy; (4) a statement of the duties and responsibilities of the standing committees of the University Faculty; and (5) other faculty regulations.

Sec. 4 Distribution: The Secretary of the University shall keep on file a copy of this Constitution and the By-Laws as amended from time to time, and shall distribute copies to all members of the Faculty by publication in the Faculty Handbook or otherwise.

Approved by the University Faculty
April 11, 1949
Ratified by the Regents
May 14, 1949
Amended in 1957, 1967, 1969, 1970, 1971, 1973, and 1974

Meetings of the Faculty. The University Faculty normally meets at 3:00 p.m. on the second Tuesday of each month during the school year to consider an agenda mailed in advance by the University Secretary, who is also the Faculty Secretary. Items for the agenda should be sent to the Secretary and, to be included, must reach him at least ten days in advance of each meeting.

Meetings of the college, school, and departmental faculties are as determined by the respective deans and chairmen.

Committees. The Policy Committee and the Academic Freedom and Tenure Committee are specifically established by the Faculty Constitution, and the functions, duties, and composition of these and other standing committees are detailed below. Faculty members of standing committees are nominated by the Policy Committee, except that in the case of the Academic Freedom and Tenure Committee and the Policy Committee, the faculty representatives are elected by the Faculty. Terms of committee service are from July 1 through June 30. A quorum on standing committees is a simple majority, and *ex-officio* members shall be non-voting unless otherwise specified by the Policy Committee.

Participation in committee work is a right and duty of individuals of all ranks. Faculty members are given an opportunity each year to express preference regarding standing committees on which they would like to serve and are expected to take an active part in the work of any committee to which they are assigned. In no case, however, shall a faculty member serve on more than two standing committees concurrently.

FUNCTIONS, DUTIES, AND COMPOSITION OF STANDING COMMITTEES

(Revised through May 1974)

Academic Freedom and Tenure Committee

The principal functions of the Committee on Academic Freedom and Tenure are to discharge the functions assigned to it under the provisions of

Page revised 12/15/67, 9/1/68, 1/20/70, 10/1/70, 5/1/71, 8/15/73, 7/1/74, 7/1/75

the Policy on Academic Freedom and Tenure; from time to time to review the Policy and recommend appropriate changes in it; to recommend approval or disapproval of applications for sabbatical leave; and to make recommendations for appropriate changes in the sabbatical leave policy of the University.

(Nine regular members and five alternates, all of whom shall be members of the Voting Faculty, with tenure (or whose tenure decision date has passed without adverse notification). Not more than one member of any department shall serve as a regular member or an alternate on the Committee at the same time. Nominations shall be made from the floor at the regular faculty meeting preceding the election meeting. Additional names may be placed in nomination by written petition signed by five members of the Voting Faculty presented to the Faculty Secretary at least ten days before the scheduled election meeting. Election of regular committee members and alternates shall be at a regular faculty meeting during the second semester of each academic year. Election of regular members and alternates shall be by a single preferential ballot. The term of service shall be two years for regular Committee members and one year for alternates. No regular Committee member shall serve more than two consecutive two-year terms. Chairman elected by Committee. For a complete statement of the composition, functions, and duties of the Committee on Academic Freedom and Tenure see Section 20 of the Policy on Academic Freedom and Tenure).

Athletic Council (See also page 125 for "Statement of Responsibility")

The chief duties and functions of the Athletic Council are to formulate and maintain general policies pertaining to intercollegiate athletics. In formulating policy the Athletic Council of the University of New Mexico shall (a) maintain a position in favor of a higher scholastic standard for intercollegiate athletes; (b) maintain the concept of the intercollegiate athlete as an amateur competitor, a bona fide student pursuing a degree program.

The duties of the Athletic Council are further specifically defined: (a) to transmit to the Faculty a report of gratuitous awards and of employment given to athletes (based on information compiled by the Student Affairs Division), on the athletic budget, and on other matters worthy of attention (this report shall be made at the November meeting of the faculty to cover the preceding fiscal year and shall include the number (and if requested by the faculty, the names) of athletes who participated in intercollegiate athletics while having a grade average under two point); (b) to certify eligibility of all athletes who participate in intercollegiate competition; (c) to advise the Director of Student Aids (who administers the grant-in-aid program for athletes) in such cases where financial aid to an athlete should be discontinued because of scholastic or disciplinary difficulties; (d) to approve all schedules and advise on all athletic budgets; (e) to approve all recommendations for letter and other non-pecuniary awards for intercollegiate athletic competition; (f) to advise with the Administration when a Director of Athletics or an athletic coach is to be employed or dismissed.

(Six faculty members, including chairman, nominated by the Policy Committee from at least four colleges; three undergraduate student members, one graduate student member, and one alumni member; also the Director of Athletics and the Director of Women's Intercollegiate Sports, *ex officio*.)

Campus Planning Committee

The functions of the Campus Planning Committee are: (a) to serve in an advisory capacity to the University Architect; (b) to interview, as necessary, contract architects nominated by the University Architect and recommend those qualified for a particular assignment to the President; (c) to review and approve all proposals for revision of the Master Plan, including assignments of land use, and recommend any desirable changes to the President and the Regents; (d) to review and approve proposed sites for buildings and all other structures; site adaptation and elevations of new buildings and additions to existing buildings; plans for drainage and utility systems; landscaping plans, including traffic patterns, street and walkway designs; plans for parking and major changes in the design and assignment of parking lots; (e) to consider such other matters as are specifically assigned by the President. The vice chairman of the committee shall make an annual report to the General Faculty in which policies considered and the status of current planning will be reported. (The Committee is not responsible for the establishment of building priorities or budgets, these functions being the responsibility of the Building Committee which is an administrative committee.)

(Seven members of the Faculty, one of whom shall be vice chairman of the Committee, nominated by the Policy Committee; the Vice President for Business and Finance, chairman; one undergraduate and one graduate student member; also the chairman of the Regents' Campus Planning and Building Committee [or an alternate regent designated by him], the Vice President for Academic Affairs, the Vice President for Student and Campus Affairs, the Secretary of the University, the University Architect, and the Director of the Physical Plant.)

Campus Safety Committee

The purpose of the Campus Safety Committee is to promote safety practices, procedures, and safety educational programs among students, faculty, and staff members. It is also a purpose of the Committee to promote maximum safety considerations for the general public visiting the campus or making use of campus facilities. The Committee acts as an advisory board to the Campus Safety Coordinator and shall have a minimum of nine meetings each year.

(Four faculty members nominated by the Policy Committee; also three undergraduate and one graduate student members; also the Director of Housing, the Director of the Physical Plant Department, the Director of Student Health Services, the Director of Campus Security, and a representative of the Vice President for Student and Campus Affairs; also the Campus Safety Coordinator, *ex officio*. Additional members may be added as required. Chairman, vice chairman, and recorder elected by Committee.)

Computer Use Committee

The functions of the Computer Use Committee are to be advisory to the director of the Computing Center; to study future needs of the University for all forms of computer services, both general and specific (e.g., use of teaching machines), and review and approve recommendations to the President in matters of future computer needs; and to act as an appeals body for resolving conflicts which arise from computer use and policies.

(Ten members of the faculty, including chairman, nominated by the Policy Committee with at least one member to be chosen from each of the following broad areas: physical sciences, biological sciences, social sciences, fine arts, and humanities; two

undergraduate and two graduate student members; also three members of the Administration to be appointed by the President; also the Director of the Computing Center, *ex officio.*)

Continuing Education Committee

The Continuing Education Committee has responsibility for formulating and maintaining the general policies regarding branch campuses, continuing education programs throughout the state, the non-degree program, the independent study program, and the Community College. The Committee is specifically charged with the study of proper objectives of junior college level academic programs which are or may in the future be conducted by the University of New Mexico, and the kinds of academic curricula needed to achieve these objectives. The Committee shall also be concerned with the policy and scope of the community services programs of the University, as well as the operational policies of the University properties associated with the continuing education and community services programs, and other matters worthy of attention pertaining to the operation of the division. The Committee evaluates budgetary policy and operation of the division and advises the Vice President for Academic Affairs on these matters. It is also a function of the Committee to advise the President in regard to any new appointment of a Dean of the Division of Continuing Education and Community Services.

(Nine faculty members, including chairman, nominated by the Policy Committee; also one student member; also the Dean and Assistant Deans of the Division of Continuing Education and Community Services, the Dean of Library Services, the Dean of Admissions and Records, the Vice President for Student and Campus Affairs, and the Vice President for Business and Finance, *ex officio.*)

Cultural Program Committee

The functions of the Cultural Program Committee are to plan, manage, and sponsor the University Program Series and other cultural events of interest to all members of the University community.

(Five faculty members nominated by the Policy Committee; eight student members, one of whom shall be appointed by the Graduate Student Association, including the chairman who shall be jointly nominated by the ASUNM President and the GSA President; also the Director of Popejoy Hall and the Associate Dean of Students-Student Activities, *ex officio.* The Vice President for Student and Campus Affairs, Executive Secretary.)

Curricula Committee

The functions and duties of the Curricula Committee are: (1) To chart the curricular direction of the University, including major goals and priorities. In performing this function, the Committee shall be responsive to the needs of the students, of the various academic disciplines, and of the society at large. (2) To establish operational criteria for the evaluation of instructional programs, based on program objectives, faculty strength, sources of support and possible budgetary limitations, entrance and degree requirements, and the record of student accomplishment. (3) To reexamine periodically the total University curricular offering in the light of the operational criteria. (4) To review and make recommendations to the appropriate instructional units and to the University Faculty concerning all new programs or changes in existing programs which involve new degrees, new majors, new minors affecting two or more colleges or representing an entirely new field or emphasis. (This function is parallel to, and does not replace, the normal process of originating curricular changes through departmental and college or school action. The Curricula Committee does not veto proposed curricular changes, but it may make recommendations concerning them to the instructional units involved and to the University Faculty. To expedite this function, the Curricula Committee will receive copies of all proposed curricular changes from the instructional units of the University, both on and off campus, at the time that they

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 5/1/71, 10/1/71, 8/15/73, 7/1/74, 7/1/75

are sent to the Vice President for Academic Affairs. Lack of notification of Committee action within three weeks after receipt of these proposals will indicate automatic Committee approval.) (5) To hear and act on disputes regarding new courses or other program changes that appear to involve unnecessary duplication or proliferation, when requested to do so by one of the units of instruction involved, by students, or by the administration. (6) To receive and consider proposals for changes in the curricular policy when asked to do so by any individual or agency of the University, whether student, faculty, administrator, or other.

(Thirteen faculty members, including a chairperson, nominated by the Policy Committee, with four from each of the three following groups: (1) social science, business and administrative sciences, law; (2) humanities, fine arts, education; (3) sciences and mathematics, engineering, pharmacy, nursing, and the School of Medicine; also one from the Library faculty; also two undergraduate and one graduate student members.)

Entrance and Credits Committee

The Committee on Entrance and Credits makes recommendations to the University Faculty on admissions requirements for the Undergraduate Division and on other matters of admissions policy, particularly those relating to validation of credits. The Committee makes recommendations upon the system of grades and passes upon requests by students and instructors for changes in grades and upon borderline admissions and validation cases for which no policy has been established. Upon abandonment by the General Faculty of early examinations for graduating seniors, the Committee was authorized to rule on recommendations from college faculties relative to waiver of portions of University graduation requirements in individual cases. The Committee prepares each year for inclusion in "Report of Credit Given by Educational Institutions" (a publication of the American Association of Collegiate Registrars and Admissions Officers) a list of colleges and universities within the State and indicates the basis upon which credit is accepted from these institutions. Although graduation "With Distinction" is determined on the basis of a scholarship index of 3.5 or better, questions concerning eligibility which might arise in unusual circumstances will be reviewed and decided by the Committee.

(The Dean of Admissions and Records, chairman; also the Deans of the Schools and Colleges or their designated representatives, the Commanding Officers of the ROTC units, the Director of the Testing Division, the Director of Continuing Education and Community Services; also three faculty members nominated by the Policy Committee; also two undergraduate and one graduate student members.)

General Honors Council

The General Honors Council, together with a Director of General Honors appointed by the President of the University, administers the General Honors program of the University. Its duties include serving as a general steering committee of and formulating policy for the program; determining general criteria for admission to, continuance in, and graduation from the program, and obtaining the approval of such criteria by the Policy Committee and the general Faculty; aiding and advising the Director in the selection from applicants of students for the program and in the dropping from the program of those students who are not successful; determination of the level of General Honors and the certification thereof in the case of each student who shall successfully complete the program; and recommending to the Curricula Committee any changes in offerings in the General Honors Program.

(The chairman to be the Director of General Honors, who is appointed by the President; also five faculty members nominated by the Policy Committee as follows: two from the College of Arts and Sciences and one from each of three other colleges; also one student member.)

27

Page revised 12/15/67, 4/15/69, 1/20/70, 10/1/70, 10/1/71, 11/1/72, 8/15/73, 7/1/74

Graduate Committee

The general supervision of the Graduate School is vested in the Graduate Committee, which consults with the President when a Graduate Dean is to be appointed. This Committee, conjointly with the Graduate Dean and subject to the approval of the General Faculty, determines and maintains the general policies of the Graduate School, coordinates graduate activities throughout the University, passes on new programs leading to advanced degrees, and recommends the granting of honorary degrees and degrees for candidates who have completed their work. The Graduate Committee also approves the courses for which graduate credit is given and the instructors who are to give work for graduate credit; and, subject to administrative approval, it awards fellowships and scholarships. The Committee passes upon departmental recommendations for the appointment of graduate, teaching, special, and research assistants.

(The Dean of the Graduate School, chairman; six members from the College of Arts and Sciences, with three from the physical science, natural science, and mathematics area (biology, chemistry, geology, mathematics and statistics, physics and astronomy, and psychology) and three from the social science and humanities area (anthropology, economics, English, history, journalism, modern and classical languages, philosophy, political science, sociology, and speech); three members from the College of Education; two from the College of Engineering; one from the College of Fine Arts; one from the School of Architecture and Planning; one from the Robert O. Anderson School of Business and Administrative Sciences; one from the medical sciences; and one from the School of Law; one from the General Library; two graduate student members; and four *ex officio* non-voting members (the director of the Los Alamos Graduate Center and the associate and assistant deans of the Graduate School). All but the chairman, the student members, and the *ex officio* members are nominated by the Policy Committee.)

University Committee on Human Subjects

The Committee has general jurisdiction over the policy and procedures concerning research involving human subjects. It shall provide general surveillance over the Human Research Review Committees in order to insure comparable standards, assist in matters of policy or principle, and review specific procedures on a continuing basis. It shall receive a complete file concerning all decisions made by the Human Research Review Committees and may request reconsideration of individual cases or may propose more general procedural changes. (See pages 74-78 in this Handbook for additional information.)

(Eight faculty members or administrative officers, nominated by the Policy Committee, who shall be broadly representative of the colleges, schools, departments, and agencies most deeply concerned with research involving human beings as subjects. Chairman elected by Committee. The terms of office shall be for three years, set up on a staggered basis. Members may be appointed for a second term. Also one student member.)

Intramural and Recreation Board

The functions of the Intramural and Recreation Board are to formulate and maintain general policies relating to intramural and recreation programs; to approve and submit annual budget requests to the Vice President for Business and Finance and to the Associated Students; to approve schedules and programs for the following year; to hear reports from the

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 5/1/71, 10/1/71, 7/1/75

directors of the various programs; to promulgate information concerning these programs; and to interview prospective directors of intramural and recreation programs and advise the Chairman of the Department of Health, Physical Education, and Recreation as to their appointment.

(Two faculty members, nominated by the Policy Committee, one of whom shall be the Chairman of the Department of Health, Physical Education, and Recreation; four student members, one of whom shall be the chairman and one a Senator; one graduate student member; also two representatives of the Office of the Dean of Students.)

Library Committee

The Library Committee formulates policy on the academic use of the University Library, to be carried out by the Dean of Library Services; it evaluates Library budgetary policy and Library operation and advises the Vice President for Academic Affairs on these matters. The chairman of the Library Committee shall make an annual report to the general faculty in which he shall (a) report on policies considered and policies adopted; (b) report on the disposition of all Library funds during the past fiscal year; (c) identify inadequacies in the holdings of the Library; and (d) discuss other Library problems of current importance.

(Eleven faculty members, including chairman, nominated by the Policy Committee. In making nominations, the Policy Committee shall select members who represent the various broad areas of learning. Also two undergraduate and two graduate student members; also the Dean of Library Services, the Law Librarian, and the Medical School Librarian, *ex officio*.)

National and International Affairs Committee

The functions of the National and International Affairs Committee are to sponsor forums on issues of national or international interest; to concern itself with related problems; and to administer related projects, including the International Center, the coordinator of which shall be chosen by the Committee.

(Two faculty members nominated by the Policy Committee; one administrative representative (normally the Director of International Services) appointed by the President; three student members, two of whom shall be appointed by the Graduate Student Association, including the chairman who is non-voting except in case of a tie; and one Senator.)

New Mexico Union Board

The function of the New Mexico Union Board is to formulate policies for the operation of the Union.

(Two faculty members nominated by the Policy Committee; two administrative representatives, including the Vice President for Student and Campus Affairs, nominated by the President of the University; the Dean of Students or a designee from that office; five student members, one of whom shall be appointed by the Graduate Student Association and one of whom shall be the chairman who shall be jointly nominated by the President of the ASUNM and the President of the GSA; the Associated Students President; one Senator; the Director of the New Mexico Union, Executive Secretary.)

New Student Orientation Committee

The functions of the New Student Orientation Committee are to organize and administer an orientation program for new and transfer students for Fall, Spring, and Summer Sessions; to inform new students of the aca-

demic goals and expectations of the University; and to consider the special needs of foreign, graduate, and part-time students.

(Four faculty members nominated by the Policy Committee; four student members, including the chairman and one Senator; also the following *ex officio* members: two representatives of the Office of the Dean of Students, the Director of the University College or his representative, the Director of International Programs and Services, and one of the Assistant Deans of Admissions.)

Policy Committee

The Faculty Policy Committee is empowered (1) to exercise ultimate responsibility for the agenda of University Faculty meetings; (2) to define duties, nominate members, and designate chairpersons for the standing committees of the University Faculty, subject to consultation with the President of the University and confirmation by the Voting Faculty; (3) to create special committees to assist it and be responsible to it; (4) to schedule reports from any committee at designated meetings of the University Faculty; (5) to consider matters of educational policy in general whenever such matters are not appropriate to any other committee; (6) to consult with the Administration in the development of the budget, with special attention to the policy questions of the distribution of resources; (7) to make other reports and recommendations directly to the University Faculty for action by that body; and (8) to express to the Regents and others Faculty points of view when authorized to do so by the Voting Faculty. By petition of members of the Faculty, singly or in groups, the Faculty Policy Committee shall serve to represent such members before the Regents in any matter believed worthy by that Committee.

(Elected as follows: one by each of the college faculties; one by the Library Faculty; one by the Graduate Committee; three members-at-large by the Voting Faculty, of whom not more than two shall be from any one college. All terms are for two years. Deans and *ex officio* members are ineligible. After serving two successive two-year terms, a member may not serve again until two years have elapsed. Chairman elected by Committee.)

University Press Committee

General supervision of the editorial policies and publishing operations of the University Press is vested in a committee so named. It is the custodian of the University imprint for all publications issued by the Press and has general responsibility for the critical reading and evaluation of manuscripts submitted for publication and for the ultimate acceptance or rejection of such manuscripts. The Committee passes on any offers of book publication subsidy emanating from sources outside the University and makes recommendations to the Administration regarding the appointment of the Director of the Press. (The UNM Printing Plant is a separate department of the University and not under the jurisdiction of the University Press Committee.)

(Nine faculty members, including chairman, nominated by the Policy Committee; also the Director of the University Press, and the Secretary of the University, *ex officio*.)

Registration Committee

The Registration Committee formulates and maintains plans for all phases of the registration and pre-registration advisement of students.

(Seven faculty members, including chairman, nominated by the Policy Committee; one undergraduate and one graduate student members; also the Vice President for Business and Finance, the

Dean of Admissions and Records, the Registrar, and the Director of Data Processing, *ex officio*.)

Research Allocations Committee

The Research Allocations Committee supervises and allocates the University Research Fund. The Committee shall communicate with the Dean of the Graduate School and meet with him formally at least once each semester to discuss the availability and allocation of funds. The Committee receives requests from faculty members for grants-in-aid, determines faculty eligibility for grants from the Fund and the amount of such grants, and appraises the merits of proposed research projects as well as the productivity of the applicants.

(Nine members, including chairman, nominated by the Policy Committee; of these nine, at least one shall be selected from each of the following six areas: *physical sciences*—chemistry, geology, mathematics and statistics, physics and astronomy; *life sciences*—biology, medicine, nursing, pharmacy, psychology; *social sciences*—anthropology, business and administrative sciences, economics, geography, history, law, political science, sociology; *engineering*—chemical, civil, electrical, mechanical, and nuclear; *education*—art, elementary, guidance and special education, home economics, library science, music, physical, secondary, and educational and administrative services; and *humanities*—architecture, art, dramatic art, English, journalism, modern and classical languages, music, philosophy, speech.)

Research Policy Committee

The functions of the Committee shall include, but not be limited to: recommending University policy regarding distribution of overhead, institutional grants, and other monies accruing to the University from all sources of research support; reviewing the research budget of the University prior to and during its final development and presentation to the BEF, and making recommendations regarding this budget; reviewing and making recommendations to the Administration on proposals regarding the establishment, major modification, or termination of interdisciplinary research centers, bureaus, or institutes; making recommendations to the Administration when the appointment of a Vice President for Research and Graduate Affairs is being considered; reporting to the Faculty in matters of research under grants, contract research, and patent policy affecting directly or indirectly the Faculty and the University as a whole; communicating with the academic deans and meeting with them formally at least once each semester to discuss current problems and to exchange information concerning research. This committee shall also be concerned with patents, as called for in the University Patent Policy.

(Members and chairman to be nominated by the Policy Committee and selected primarily from colleges and departments generating sponsored research and the chairman to be currently engaged in sponsored research; one graduate student member; also the Vice President for Research and Graduate Affairs, the Vice President for Business and Finance, the Director of the Bureau of Engineering Research, the Director of the Institute for Social Research and Development, the Director of Research and Fellowship Services, the Director of the Civil Engineering Research Facility, the Dean of Library Services or his representative, and the Chairman of the Research Allocations Committee, *ex officio*, non-voting members.)

Retirement and Insurance Committee

The Retirement and Insurance Committee concerns itself with all policy matters pertaining to group insurance and retirement benefits for employees of the University. More specifically its functions are to make continuing

studies of the University's insurance and retirement programs with responsibility for considering proposals and making recommendations to the employees and the Administration of the University; to keep the employees informed concerning the programs and proposed changes therein. (Responsibility for handling claims and carrying out the operating details of the programs is discharged by the Business Office of the University.)

(Six faculty members, at least one of whom shall be from the School of Business and Administrative Sciences and one from the School of Law, nominated by the Policy Committee; also a chairman and two members (either faculty or administration) to be appointed by the President; also the Assistant Director of Personnel Services ex officio.)

Scholarships, Prizes, Loans, and High School Relations Committee

The University Committee on Scholarships, Prizes, Loans, and High School Relations has responsibility for formulating general policies governing the granting of aid whenever policy is not stipulated by the granting agency or governed by precedent and custom. The committee shall also be concerned with all phases of the University's relations with high schools of New Mexico and adjacent regions. It is specifically charged with the policies related to attracting quality high school students to the University as well as with responsibility of studying and recommending programs for recruitment of and financial assistance for promising young New Mexicans from disadvantaged backgrounds and gifted students of all backgrounds. The committee will make an annual report to the faculty each year on policy decisions related to the granting of aid, prizes, and loans handled by the Student Aids Office, and on policies and programs considered and/or adopted relative to relations with high schools and student recruitment. This report should be given at the same meeting(each November to cover preceding fiscal year) at which the chairman of the Athletic Council reports on Athletic grants-in-aid. The committee also advises the Director of Student Aids on any matter which he presents, evaluates budgetary policy and operation in the Division, and advises the Vice President for or Student Student and Campus Affairs on these matters.

(Ten faculty members, including chairman, nominated by the Policy Committee from at least six colleges; three student members; also the Dean of Students, the Director of Development, the Dean of the University College, an Assistant Dean of Admissions, and the Director of Student Aids, *ex officio*.)

Speakers Committee

The function of the Speakers Committee is to plan, manage, and sponsor lectures of interest to all members of the University community.

(Three faculty members nominated by the Policy Committee; eight student members, one of whom shall be appointed by the Graduate Student Association, including the chairman who shall be jointly nominated by the ASUNM President and the GSA President; also the Vice President for Student and Campus Affairs, the Director of Popejoy Hall, and the Associate Dean of Students-Student Activities, *ex officio*.)

Student Publications Board

The functions of the Student Publications Board are to exercise control over student publications; to elect editors and business managers of these publications; to discharge any editor or business manager from office for

due cause; to supervise finances of student publications; and to formulate over-all policy for student publications, including especially a policy of the freest possible expression consonant with good taste.

(Three faculty members nominated by the Policy Committee; one administrative representative, appointed by the President of the University, to serve as chairman; five unspecified student members one of whom shall be appointed by the Graduate Student Association; also one undergraduate and one graduate student members; also all editors and business managers of student publications, *ex officio.*)

Student Radio Board

The functions of the Student Radio Board are to exercise control over all student broadcasting; to appoint station and business managers; to discharge station and business managers for due cause; to supervise finances of student broadcasting activities; and to formulate over-all policy for student broadcasts, including especially a policy of the freest expression consonant with good taste.

(Three faculty members nominated by the Policy Committee; one administrative representative, appointed by the President of the University, to serve as chairman; five student members, one of whom shall be a Senator and one of whom shall be appointed by the Graduate Student Association; also all station and business managers, *ex officio.*)

Student Standards Committee

The Student Standards Committee is a hearing board for disciplinary matters concerning the student community, except disciplinary matters subject to the jurisdiction of the Student Radio and Student Publications Boards. Cases may come before the Committee on the motion of any member of the University community. Any student who feels that he has been unjustly disciplined by any other campus board or committee or by an official of the University has the right to appeal to the Committee. The Committee may affirm or reverse disciplinary action already taken. In all cases, an even division shall be treated as a determination that no discipline be imposed. Decisions of the Committee may be appealed to the President of the University by any of the parties involved. (See page 113 for a complete statement regarding the jurisdiction of the Committee.)

(Eight voting members—four from the Voting Faculty and four from the student body, three of whom shall be appointed by the Associated Students and one by the Graduate Student Association—and four alternate members, two from the Voting Faculty and two from the Associated Students. The alternates shall sit when regular members are unable to attend, disqualify themselves, or resign from the Committee. At least one regular member from the Voting Faculty and one from the student body shall be women. There shall also be a student chairman, with no vote, who shall preside at sessions of the Committee; he shall be nominated jointly by the ASUNM President and the GSA President. Regular Committee members from the Voting Faculty shall be appointed by the Policy Committee for two-year terms, with the terms being staggered so that two members are appointed every year. Alternate Faculty members shall be appointed for one-year terms. The graduate student member shall be appointed by the GSA President for a two-year term, subject to confirmation by the Graduate Student Council. The undergraduate regular Committee members shall be appointed by the President of the Associated Students for two-year terms,

Page revised 12/15/67, 9/1/68, 10/1/70, 5/1/71, 8/15/73, 7/1/74

with the terms being staggered so that two members are appointed one year and one the next. The undergraduate members must (1) be of at least Junior classification, (2) have attended the University for at least two semesters immediately prior to their appointment, (3) have attained a scholarship index of at least 2.0, and (4) maintain a scholarship index of at least 2.0 during their term of office. The term of office for the student alternates shall be two years. The administrative advisers shall be two members (one man, one woman) of the staff of the Dean of Students, appointed by him, and they shall cast no vote. No Committee member shall serve more than two consecutive two-year terms.

In addition to the regular standing committees, special or ad hoc committees involving faculty membership may be named from time to time by the University Faculty, the Policy Committee, or the President.

Additional committees include the following:

ADMINISTRATIVE COMMITTEES

Building Committee, Gifts to Libraries Committee, Greater UNM Fund Allocations Committee, Housing Committee, National Science Foundation Committee, Popejoy Hall Board, Radiological Safety Committee, Restricted Gifts Committee, United Fund Committee, University College Board of Deans

STUDENT COMMITTEES

Alert Center Committee, National Student Association Coordinating Committee, Popular Entertainment Committee, Rally Committee, Standing Committees of the Student Senate (Elections Committee, Finance Committee, Steering and Rules Committee), Union Program Directorate

COLLEGE COMMITTEES

REGENTS' COMMITTEES

Professional Titles

The following professional titles are in use at the University. Tenure is applicable only within the first category, and voting rights in the University Faculty are applicable only in the first two categories—the four academic ranks and full-time lecturers—as prescribed in the Faculty Constitution (see pp. 20-21 of Handbook).

Professor, Associate Professor, Assistant Professor, Instructor[1]—full-time persons in these ranks, unless on temporary status, hold tenure or are employed with presumption of tenure unless their contracts specifically state the contrary; *Lecturer*—a full-time or part-time teacher whose appointment does not lead to tenure[2]; *Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, Visiting Instructor, Visiting Lecturer*—persons who are employed full time or part time on a temporary basis; *Adjunct Professor, Adjunct Associate Professor, Adjunct Assistant Professor, Adjunct Instructor*—persons with part-time academic assignments whose primary responsibility is outside the University; *Research Engineer, Research Associate Engineer*—professional engineers employed in research; *Associate*—a person with a master's degree or equivalent employed in research; *Associate*—a person affiliated with an academic department; *Research Associate*—a person with a master's degree or equivalent employed in research who is not a UNM degree candidate; *Senior Research Associate*—a person with a doctor's degree or equivalent employed in research; *Clinical Associate, Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Clinical Instructor*—a practicing physician or other professional who *volunteers* time with a particular department on a regular basis; the term is also used for selected administrators of cooperating and collaborating agencies; *Assistant Instructor*—an assistant to regular faculty, chiefly in laboratory areas, who is not a UNM degree candidate; *Clinical Assistant Instructor*—an assistant to regular faculty who volunteers time in laboratory areas, who is not a UNM degree candidate and who does not have an advanced degree; *Honorary Consultant*—a specialist who advises a University entity without financial compensation; *Postdoctoral Fellow*—a person engaged in a period of special study and research at the postdoctoral level.

---

[1] For use of the title of "Instructor," see footnote on page 54.

[2] There are the following levels of full-time lecturer: *Lecturer I* (Temporary)—persons with qualifications equivalent to TA/GA's, but who are not graduate students; *Lecturer II*—qualified professionals who have completed all requirements except the dissertation for the terminal degree in their fields of study, or the equivalent thereto, who are not currently graduate students at UNM; *Lecturer III*—qualified professionals who hold the terminal degree in their fields of study, or the equivalent thereto, and who have a further background of experience in teaching, research, and/or creative work.

Page revised 12/15/67, 9/1/68, 1/20/70, 11/1/72, 8/15/73, 7/1/75

Accreditation

The University has been a member of the North Central Association of Colleges and Secondary Schools since 1922; the most recent accreditation was in 1969. The present Div. of Continuing Education and Community Services was approved by the National University Extension Association in 1930. Approval of the Association of American Universities was given to the University in 1933, and the American Association of University Women recognized the University in the same year. The curricula in Civil, Electrical, and Mechanical Engineering have been fully accredited by the Engineers' Council for Professional Development since 1937, the most recent reaccreditation having been in 1966. In 1948 the College of Pharmacy was accredited by the American Council on Pharmaceutical Education, and in 1952 it was accepted into membership by the American Association of Colleges of Pharmacy; its most recent reaccreditation was in 1969. The School of Law was approved by the American Bar Association in February, 1948, and was admitted to membership in the Association of American Law Schools in December, 1948. In the same year, the College of Education was accredited by the American Association of Colleges for Teacher Education. In 1954 the Association transferred its list of accredited institutions to the National Council for Accreditation of Teacher Education. In 1961 the National Council conducted a full-scale examination of the teacher education programs and as a result granted accreditation for all programs at this institution for the preparation of teachers, school administrators, and guidance counselors through the doctor's degree; the most recent reaccreditation was in 1969. The University was admitted to membership in the National Association of Schools of Music in 1950. The program of the Department of Journalism has been accredited by the American Council on Education for Journalism since 1955, and was most recently reaccredited in 1966. The basic program of the College of Nursing, including public health nursing, was first accredited in 1959 by the National League for Nursing. The School of Medicine was recognized as a full member of the Association of American Medical Colleges in 1968. Accreditation by the Liaison Committee of the Council on Medical Education of the American Medical Association and the Association of American Medical Colleges also was accorded in 1968. The School of Architecture and Planning, initially accredited in 1967 by the National Architectural Accrediting Board, was reaccredited in 1969. The education and training program in speech pathology was accredited by the American Board of Examiners in Speech Pathology and Audiology in 1972. The Robert O. Anderson School of Business and Administrative Sciences was accredited by the American Assembly of Collegiate Schools of Business in 1975 at both undergraduate and graduate levels.

The University is approved for veterans' training under the several Public Laws governing institutional benefits.

CONDITIONS OF EMPLOYMENT

Academic Freedom and Tenure

The full policy statement on academic freedom and tenure follows below. To the University statement, in turn, are appended the 1940 Statement of Principles on Academic Freedom and Tenure approved by the Association of American Colleges and the American Association of University Professors in 1941, the 1958 Statement of Principles on Academic Retirement (AAUP Bulletin, June 1958), the 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings, the AAUP's 1929 Statement Concerning Resignations, the Statement on Professional Ethics (endorsed by the 52nd Annual Meeting of the AAUP), and the AAUP's Committee "A" Statement on Extramural Utterances. The University of New Mexico policy statement closely follows the principles set down in these documents and in certain respects surpasses them in guarantees of due process and other safeguards to the faculty member.

[1] POLICY ON ACADEMIC FREEDOM AND TENURE
(As Revised in 1964, 1968, 1969, 1970, and 1971)

Section 1. General Principles. The University of New Mexico approves and adheres (where not inconsistent with this policy or the State statutes governing the University), to the principles of academic freedom and its correlative responsibilities for the Faculty and Administration as expressed in the following statements approved by the American Association of University Professors and the Association of American Colleges: (1) the 1940 Statement of Principles on Academic Freedom and Tenure (see Appendix I); (2) the 1958 Statement of Principles on Academic Retirement (see Appendix II); (3) the 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings (see Appendix III); (4) the Statement on Professional Ethics (see Appendix V); and (5) the Committee A Statement on Extramural Utterances (see Appendix VI). In addition, the University approves and adheres (where not inconsistent with this policy or the State statutes governing the University) to the American Association of University Professors' 1929 Statement concerning Resignations (see Appendix IV).

Section 2. New Appointments. The precise terms and conditions of every new appointment to the faculty shall be stated in writing and given to the faculty member before the appointment is made. A copy of this statement of policy shall also be given to the faculty member before his appointment.

Section 3. Probationary and Temporary Appointments; Reappointments. The probationary period shall constitute the time during which a person's fitness for permanent tenure is under scrutiny. Probationary appointments shall normally lead to permanent tenure. With the exception of temporary

---

[1] Approval of the Tenure Position Plan by the Faculty and Regents–see pp. 42A-C–has necessitated changes in the Academic Freedom and Tenure Policy, for example in sections 3 and 4. The Academic Freedom and Tenure Committee is presently considering the required changes which will subsequently be brought for approval to the Faculty and Regents. Meanwhile, if there are contradictions, the Tenure Position Plan is to be followed.

and part-time teaching staff, all appointments to the rank of instructor, assistant professor, associate professor, or professor shall be probationary.

(a) The maximum probationary period shall be as follows for initial appointment to the rank indicated:

(i) Six years for instructors,

(ii) Five years for assistant professors,

(iii) Four years for associate or full professors.

These maximum periods will be increased by ½ year for appointments commencing in Semester II.

(b) By written agreement the probationary period may be reduced below the maximum periods given in 3(a). Normally the minimum period shall not be less than one year; however, in exceptional cases and with the consent of a majority of the tenured members of the department (or non-departmentalized college) it may be recommended that tenure be granted immediately.

(c) Once established, the duration of the probationary period shall not be extended. The running of the probationary period shall, however, be suspended when a faculty member is on leave of absence for work on an advanced degree and may be suspended in cases where an absence from campus would demonstrably interfere with the proper evaluation of the member's progress toward permanent tenure in the opinion of the dean and a majority of the tenured members of the department.

Since tenure is granted only at the end of the academic year, a one-semester leave for which running of the probationary period is suspended will normally result in delaying the granting of tenure by a full year.

(d) Full-time temporary appointments shall not normally lead to permanent tenure nor shall they exceed a total of three years, except in the case of a person making reasonable progress toward an advanced degree at this University. Unless such an exception has been agreed upon in writing, a person appointed for a fourth year shall be considered to be on probationary status. In such an event, as well as with all other full-time temporary appointments which precede a probationary appointment, the maximum probationary period shall be reduced by the duration of the full-time temporary appointment.

(e) Part-time service shall not be considered as probationary service leading to the possibility of tenure.

(f) If a faculty member with tenure resigns from the University and is rehired within three years as a full-time member of the same department, he shall have tenure upon his return. If he is rehired by the same department after more than three years' absence, he may be given not more than a one-year probationary period at the discretion of the department with the consent of the Committee on Academic Freedom and Tenure. If, after resigning from the University, he is rehired as a full-time member of another academic department than the one in which he held tenure, he may be given not more than a one-year probationary period at the discretion of the department.

A faculty member with tenure who has left his academic department to accept full-time employment by the University in an administrative capacity shall retain his tenured status in that academic department. If he should return to his original department or to a different department at the request of that department, his return would be at a salary appropriate to his academic rank, duties, and the duration of his total service to the University.

(g) The progress toward permanent tenure of each faculty member on probationary status shall be reviewed annually by the department chairman following criteria and procedures similar to those contained in the Policy on

Appointment and Promotion and in consultation with at least the tenured members of the department. The department chairman shall notify a member in probationary status in writing if his services are unsatisfactory in any way. Unless he has been so notified, a member in probationary status can assume that his services have been satisfactory. Midway through the probationary period it is mandatory that the chairman meet with a member in probationary status to discuss his progress toward permanent tenure; if desired by the member, the comments of the chairman may be made part of his permanent record.

If a chairman, after consultation with the tenured members of the department, should decide to recommend to the dean that a member in probationary status not be continued in service after the expiration of his current contract, he shall immediately notify the member in writing and give him an opportunity to present his case for retention to the dean before the latter acts on the chairman's recommendation. Similarly, if the dean, after consultation with the chairman, decides to forward the recommendation for non-renewal of contract, the faculty member shall have immediate notice and an opportunity to present his case to the academic vice president before a final decision is reached. In any case, notification must be given within the limits set forth in Section 4 of this policy.

Except in very rare cases the granting of tenure implies the possibility of promotion, at least to the next higher rank. Therefore, as soon as it is realized that a faculty member is not likely to qualify for promotion, he shall in his own interest and that of the University be released. In those unusual cases when tenure may be offered to someone not likely to be promoted, he shall be notified in writing that if he accepts, he must expect to remain at the same rank indefinitely.

(h) Not less than 60 days prior to the final decision date for granting tenure to a faculty member the Administration shall notify the Regents individually of that faculty member's decision date.

Section 4. Notice. Written notice that a faculty member in probationary status is not to be continued in service will be given to the faculty member according to the following minimum periods of notice: (1) not later than March 31 of the first academic year of faculty probationary service; (2) not later than December 15 of the second academic year of such service; or, if a two-year appointment terminates during an academic year, at least six months in advance of its termination; and (3) in all other cases, not later than June 30 immediately prior to the beginning of the faculty member's last contract of the established probationary period. If the minimum notice date is not met relative to the last year of the established probationary period, the faculty member shall have tenure. If the above minimum notice dates are not met in the event of an early tenure decision, the faculty member shall have the option of remaining at the University in temporary status for an additional academic year.

Section 5. Resignations. An instructor or assistant professor who wishes to resign from the faculty shall normally give notice not less than three months before the expiration of his contract. An associate or full professor shall normally give not less than four months' notice. Any faculty member may properly request that this requirement be waived in case of hardship or if he feels that observance might deny him substantial professional advancement.

A faculty member may properly give notice within ten days after receiving his contract (1) if it is not in his hands in time for him to meet the above requirements and (2) if he is not satisfied with the terms and conditions of the offered contract.

Section 6. Termination of Services of Faculty Member with Tenure.

(a) The services of a faculty member having tenure shall be terminated only for adequate cause, except at the normal retirement age or under extraordinary circumstances due to demonstrably bona fide financial exigencies of the University.

(b) Except in cases of admission or conviction of a serious violation of the criminal code, the services of a faculty member with tenure shall be terminated only in accordance with the procedures outlined in this statement of policy. If the faculty member claims his violation does not constitute adequate cause for dismissal, he shall be entitled to the full procedures outlined in this policy.

(c) No termination proceeding based on academic incompetence shall be instituted against a faculty member with tenure unless the faculty member has been informed in writing of his alleged shortcomings and has been given a reasonable period of time in which to remedy them.

(d) Except in the case of admission or conviction of a serious violation of the criminal code which is found by the Academic Freedom and Tenure Committee to constitute adequate cause for dismissal, the faculty member shall be given a written notice of intention to terminate, with the reasons therefor, twelve months in advance of the proposed termination date.

(e) If a tenure appointment is terminated because of a demonstrably bona fide financial exigency of the University, the released faculty member's place will not be filled by a replacement for a period of two years, unless the released faculty member has declined an offered reappointment with at least his previous rank and salary.

Section 7. Suspension. Suspension of a faculty member during the proceedings involving him shall be justified only if harm to himself or others is threatened by his continuance. Unless prohibited by law, any such suspension shall be with pay.

Section 8. Preliminary Proceedings.

(a) When a question arises concerning the termination of the services of a faculty member who has tenure, the President shall ordinarily discuss the matter with the faculty member in personal conference. (Such question shall normally be initiated in the faculty member's department.) The matter may be concluded by mutual consent at this point.

(b) If the matter is not so concluded, the Faculty Advisory Committee shall be called into operation by the President. The Faculty Advisory Committee shall privately consult with the President, the faculty member, and others, and shall proceed informally to effect an adjustment if possible. If an adjustment is not made, the Faculty Advisory Committee shall recommend whether in its view formal proceedings to consider dismissal should be instituted. The recommendations shall be sent to the faculty member and to the President.

(c) If the Faculty Advisory Committee recommends that such proceedings should be instituted, or if the President, notwithstanding a recommendation of the Faculty Advisory Committee against such proceedings, decides that action should be initiated, such action shall be conducted under the procedure established in this Statement of Policy.

Regents shall review the case. The Regents' review shall be based on the record of the hearing before the Committee on Academic Freedom and Tenure, accompanied by opportunity for oral and written argument by the principals or their representatives.

(b) The Regents will normally abide by the Committee's decision. If the Regents disagree with the Committee, the proceedings shall be returned to the Committee with objections specified. The Committee shall reconsider the case, following procedures hereinbefore specified for the original hearing, taking account of the stated objections and receiving new evidence if necessary. After reconsideration, the Committee shall frame its decision and communicate it in the same manner as before. After study of the Committee's reconsideration, accompanied by opportunity for oral and written argument by the principals or their representatives, the Regents shall make a final decision.

Section 14. Academic Freedom of Non-Tenure Faculty Members. All members of the faculty, including those without tenure, are entitled to academic freedom. Notwithstanding the University's wide discretion in the dismissal or non-renewal of non-tenured faculty members, the University recognizes that such actions may violate such faculty members' academic freedom. If a faculty member without permanent tenure alleges that a decision not to renew his contract or to deny him tenure is caused by considerations violating academic freedom, the following procedures shall be followed:

(a) At the faculty member's request, the matter may be submitted to informal adjustment as provided in Section 8, foregoing.

(b) If such informal adjustment does not satisfy the faculty member, he may then request a formal hearing before the Committee on Academic Freedom and Tenure and submit a written waiver of the traditional right of non-tenure teachers that the grounds upon which they have been released shall not normally be made a matter of public record.

(c) The faculty member shall then be entitled to the procedure for adjudication set forth in Sections 11, 12 and 13, foregoing, except that

(i) the non-tenure faculty member shall be responsible for stating the grounds on which he bases his allegations;

(ii) the normal order of proof established in Section 11 (b) (iv) shall be adjusted accordingly; and

(iii) the Committee shall recommend a reversal of the termination only if it is shown that improper considerations clearly affected the decision not to retain him.

Section 14.1 Academic Freedom of Graduate, Teaching, Research, and Special Assistants.

Graduate, Teaching, Research, and Special Assistants occupy a dual role in the University in that they are students who also perform various faculty functions in helping to carry out the educational mission of the University. Many are given teaching assignments; others do work which supports instruction only indirectly, but which, nevertheless, contributes directly to the educational process. Because of their dual role, Assistants share in the rights and responsibilities of both students and faculty. They must assume the obligation of adhering to established guidelines and to standards of ethical conduct; they must also be accorded the right to freedom from arbitrary or capricious suspension or dismissal from their assistantships.

(a) As students, Assistants have all the rights and responsibilities of students when acting in that capacity as defined by University regulations.

(b) As teachers, Assistants have the responsibility of maintaining profes-

sional ethics and following the policies and course guidelines of the department or supervisor for whom they act. When they are given discretion in the selection of instructional material and in the conduct of classes, they are responsible for exercising this discretion in a manner consistent with the guidelines provided for the courses in which they instruct.

(c) Assistants have the right to be secure from arbitrary or capricious dismissal. If an Assistant is not performing his assigned duties as an Assistant satisfactorily, his supervisor shall so inform him and point out the unsatisfactory aspects of his work and how these should be corrected. If a University administrator other than the supervisor has made the initial complaint, a conference of the Assistant, his supervisor, and the complaining administrator should be held. If the Assistant does not correct the alleged deficiencies in his work after such consultation, he shall be given written warning that he will be dismissed unless the alleged deficiencies are promptly corrected. If dismissed, he shall be given a written statement of the reasons for this action. He may appeal such dismissal to any or all of the following: his department chairman, the dean of his college, the Dean of the Graduate School, the Vice President for Academic Affairs, and the President.

(d) Suspension of an Assistant shall be justified only if he is likely, unless immediately suspended, to do serious harm to others. A danger that other persons may commit harmful acts if his services are not discontinued is not grounds for suspension. Any decision to suspend shall normally be made by the dean of the Assistant's college, and the reasons therefor shall be given by him in writing to the Assistant involved. The right of appeal shall be to the Vice President for Academic Affairs and to the President. Any such suspension shall be with pay.

(e) No Assistant has a right to reappointment or to continuance in service beyond his contract period.

(f) If an Assistant is dismissed or suspended, and alleges that the decision is in violation of his academic freedom, he may, after completing the process of administrative appeal, then appeal to the Academic Freedom and Tenure Committee. If the Committee becomes involved, it will conduct its hearings in accordance with the procedures and policies applicable to non-tenured faculty members.

(g) If an Assistant is not reappointed and alleges that a motive in violation of academic freedom has significantly contributed to the decision not to reappoint him, he shall be given a written statement of the reasons for such action. If these reasons do not satisfy the Assistant, and he can make a *prima facie* case of violation of academic freedom to the satisfaction of the Academic Freedom and Tenure Committee, the Committee shall hear his appeal and may, after hearing, recommend his reappointment.

(h) All appeals shall be processed as rapidly as possible.

Section 15. Violations of Academic Freedom.

(a) Non-termination Violations. Any time a faculty member believes that his academic freedom has been violated he may avail himself of the informal adjustment procedures established in Section 8. If such informal adjustment does not satisfy him, he may then request a formal hearing before the Committee on Academic Freedom and Tenure. Upon such request, the faculty member shall be entitled to the procedure for adjudication established in Sections 11, 12 and 13 except that he shall be responsible for stating and proving the grounds on which he bases his allegation and the normal order of proof established in Section 11 (b) (iv) shall be adjusted accordingly. If the Committee finds that improper considerations clearly affected the actions complained of, it shall recommend appropriate remedial action.

(b) Administrative Personnel. Administrative personnel who hold academic rank shall have available, with reference to the termination of their

appointments as administrators, the rights conferred on non-tenure faculty members in Section 14.

Section 16. Report of Violations. Seeming violations of academic freedom anywhere on campus may properly be brought to the attention of the Academic Freedom and Tenure Committee by anyone. In such instances, the Committee shall ascertain whether the person or persons involved in the alleged violation wish to pursue any of the procedures set forth in this document. If not, the Committee shall then decide what other course to follow.

Section 17. Involuntary Retirement. No faculty member shall be retired involuntarily prior to the normal retirement age unless authorized by statute, and unless

(a) the faculty member is eligible for retirement benefits immediately upon such retirement; and

(b) adequate cause as defined herein is shown; and

(c) the procedures established herein are followed.

Section 18. Adequate Cause for Involuntary Retirement. Adequate cause for involuntary retirement of a faculty member shall exist only

(a) if the faculty member's physical or mental health has deteriorated to such an extent that he currently is unable satisfactorily to perform normal teaching duties; and

(b) if it is determined that such disability is likely to persist until he reaches the normal retirement age.

Section 19. Procedures for Involuntary Retirement.

(a) If the President believes that adequate cause exists to recommend the involuntary retirement of a faculty member, he ordinarily shall discuss the matter with the faculty member, and, in the President's discretion, with members of the faculty member's family. If the faculty member then decides to retire voluntarily, he shall notify the President in writing and the matter shall be closed.

(b) If the faculty member determines not to retire, the President shall refer the matter to the Faculty-Administrative Advisory Committee for its consideration and recommendation.

(c) The procedures before the Faculty-Administrative Advisory Committee shall be as follows:

(i) The Committee shall discuss the matter informally with the President and the faculty member and with other persons suggested by the President or the faculty member.

(ii) If, after such discussions, the Committee believes that probable cause exists to retire the faculty member, the Committee shall arrange with the faculty member for his complete medical examination under the supervision of a physician qualified by the Educational Retirement Board. The faculty member then shall arrange to be examined and have a written report detailing the findings and conclusions of the examination forwarded to the Committee chairman. The University shall bear the cost of such examination. The faculty member may submit any additional medical or other reports he considers pertinent.

(iii) On the basis of the informal discussions and of any reports submitted, the Committee shall make recommendations concerning the proposed involuntary retirement and state reasons therefor.

Such recommendations shall be sent to the faculty member and the President.

(iv) If the Committee recommends against the involuntary retirement, the matter normally shall be carried no further. If the Committee's recommendation favors involuntary retirement, or if the President, notwithstanding a recommendation of the Committee favorable to the faculty member, decides that the involuntary retirement should proceed, action to retire him involuntarily shall be commenced before the Committee on Academic Freedom and Tenure.

(d) In such action the Committee on Academic Freedom and Tenure shall follow the procedures established in this statement of policy dealing with dismissal. The decision of the Committee on Academic Freedom and Tenure shall be reviewable by the Regents in the manner provided in Section 13.

(e) Since the faculty member is eligible to retire, it is expected that he will receive retirement pay, whatever the means of his separation from the University. (Opinion of the Attorney General #60-217.)

Section 20. Committee on Academic Freedom and Tenure.

(a) Composition of Committee.

(i) The Faculty Committee on Academic Freedom and Tenure shall consist of nine regular members and five alternates, all of whom shall be members of the Voting Faculty with tenure (or whose decision date has passed without adverse notification). For the purpose of this section, members of the Voting Faculty shall include neither departmental chairmen nor others designated as ex officio members of the Voting Faculty in Article I, Section 1, (b) of the Faculty Constitution.

(ii) Not more than one member of any department shall serve as a regular member or an alternate on the Committee at the same time.

(iii) The Committee may appoint its own counsel. The University shall bear the cost of the services of such counsel.

(iv) A quorum shall consist of five members.

(b) Nominations. Nominations shall be made from the floor at the regular faculty meeting preceding the election meeting. Additional names may be placed in nomination by written petition signed by five members of the Voting Faculty presented to the Faculty Secretary at least ten days before the scheduled election meeting. The agenda for the election meeting shall contain the names and departments of all nominees.

(c) Election. Election of regular Committee members and alternates shall be held at a regular faculty meeting during the second semester of each academic year. Election of regular members and alternates shall be by a single preferential ballot. Regular Committee members and alternates should be elected because of their known independence and objectivity and because they can be expected to exercise an informed judgment concerning the teaching and research qualifications of other faculty members.

(d) Term.

(i) The term of service shall be two years for regular Committee members and one year for alternates. No regular Committee member shall serve more than two consecutive two-year terms. Present members of the Committee shall serve until their terms expire. The term of service shall commence at the start of the academic year following election.

(ii) Terms of regular Committee members shall be staggered, with five regular members being elected in even-numbered years and

four regular members being elected in odd-numbered years.

(e) Duties. The Committee shall

(i) discharge the functions assigned to it under the provisions of this statement of policy;

(ii) from time to time review this statement of policy and recommend appropriate changes in it;

(iii) recommend approval or disapproval of applications for sabbatical leave;

(iv) make recommendations for appropriate changes in the sabbatical leave policy of the University.

(f) Regular Members. The nine regular members of the Committee shall constitute the voting membership of the Committee. A regular member of the Committee shall, however, disqualify himself from hearings before the Committee when:

(i) he is directly involved in the matter being considered;

(ii) the Committee is considering a matter directly involving a departmental colleague;

(iii) he holds (or believes he holds) a biased or prejudiced position in the prospective hearing; or

(iv) he is otherwise incapable of serving (i.e., sickness, sabbatical leave, etc.).

(g) Alternates. The five alternate members of the Committee may participate in all discussions and regular business of the Committee. In hearings when fewer than five alternate votes are needed, the voting alternates shall be chosen by lot. Alternates shall disqualify themselves from hearings for the same reasons as regular members of the Committee.

(h) Ad Hoc Hearing Committee. If by reason of disqualification of regular Committee members and alternates under subsection (f), above, the number of regular Committee members and alternates remaining to hear the particular matter falls below five, the Faculty Committee on Academic Freedom and Tenure shall be disqualified from hearing the matter. In that event the Policy Committee shall draw by lot a nine-member ad hoc hearing committee composed of faculty members who qualify under the provisions of this section and who are not disqualified by reason of the provisions of subsection (f), above.

Section 21. The Faculty Advisory Committee. The Faculty Advisory Committee shall consist of the three members-at-large of the Policy Committee who are elected by the general faculty.

Section 22. The Faculty-Administrative Advisory Committee. The Faculty-Administrative Advisory Committee shall consist of the three members of the Faculty Advisory Committee and two persons appointed by the President.

Section 23. Effective Date. This policy shall become effective immediately after approval by the Faculty and approval by the Regents and shall supersede all previous action or statements of policy relative to academic freedom and tenure, except that the probationary periods established in Section 3 (a) shall apply only to faculty members hired after the effective date of this policy. The probationary period of faculty members holding probationary appointments at the time this policy goes into effect will be governed by previous arrangements subject to possible change in accordance with Section 3 (b) of this policy. The provisions of Section 4 as to period of notice shall become effective as of July 1, 1964. Until that date the notice provisions of the previous policy shall remain in effect.

Approved by Regents: January 11, 1964; January 18, 1969; March 15, 1969; November 8, 1969; January 9, 1971; and April 16, 1971.
Approved by Faculty: February 11, 1964; December 10, 1968; March 11, 1969; September 23, 1969; December 8, 1970; and April 20, 1971.

Page revised 4/15/69, 1/20/70, 5/1/71

TENURE POSITION PLAN[1]

A. *Introduction*

The tenure revision plan contained in this document represents an attempt to respond to the concerns voiced by the Administration and Regents over the need to maintain flexibility in University programs should enrollments enter a steady state or even decline. At the same time it responds to the concerns voiced by many faculty members that any plan adopted should not over-react to possible contingencies by weakening tenure protection, reducing the competitive position of the University, or creating a stratum of second-class faculty members with minimal security and incentive.

In many respects this plan contains features similar to the Tenure Position Plan proposed at the Faculty Meeting of September 10, 1974. In addition, by recommending the creation of a University-wide Tenure Review Committee, this plan has strengthened one feature of the September 10 plan. More importantly, this plan has modified the September 10 plan by suggesting that initial three-year term appointments may be followed, in cases of demonstrated excellence or promise, by three-year probationary appointments leading to tenure, as allowed by University needs.

It is our belief that this plan allows ample latitude for University flexibility should problems arise that cannot be handled by reallocating positions made available by the normal turnover rate. Should the plan be adopted the proportion of faculty on tenure or probation for tenure will drop for each of the first three years the plan is in effect, as new faculty are given initial three-year term appointments. Thereafter, as each faculty member concludes his or her three-year appointment, positions will be available for reallocating in the interests of flexibility. At any given point of time, the University has three years of lead time in which to reallocate positions, and insofar as reallocated positions are filled with faculty on initial term appointments, continuous flexibility will be maintained.

At the same time, those faculty members who accept employment on an initial term-contract basis will have the incentive to work for the increased security of probationary contracts and ultimately tenure, without losing credit for service rendered under the term appointment. This will increase the University's ability to retain outstanding junior faculty, increase organizational commitment, and prevent the establishment of a two-class system of faculty status.

The University of New Mexico anticipates for the balance of the 1970's a "steady state" situation with no appreciable increase or decrease in either student enrollment or number of faculty positions unless the University extends markedly its programs and services throughout the State of New Mexico. If this assumption is valid, the University must take the necessary steps both now and during the next few years to maintain sufficient flexibility to be able to respond to shifts in student enrollments among present programs, and to provide for the initiation of new programs including those which may extend the University's programs and services throughout the state. "Flexibility" as used here means the ability of the institution, when necessary, to shift some faculty positions from one department or college to another.

---

[1] Approval of this Tenure Position Plan by the Faculty and Regents has necessitated changes in the Academic Freedom and Tenure Policy, for example in sections 3 and 4. The Academic Freedom and Tenure Committee is presently considering such changes which will subsequently be brought for approval to the Faculty and Regents. Meanwhile, if there are contradictions, this Tenure Position Plan is to be followed.

In order to achieve and maintain needed flexibility during the next few years without at the same time creating other problems, it seems appropriate for UNM to (1) indicate its support of certain basic principles related to faculty appointments, and (2) take a number of specific steps.

B. *Basic Considerations*

1. Commitments to all faculty members including those now serving in probationary appointments at UNM will be honored, barring developments of circumstances over which the institution has no control. Implementation of this principle means that decisions about tenure of faculty members now holding probationary contracts will, as in the past, be based on their performance in the four areas outlined in the *Faculty Handbook:* teaching; scholarship, research, and other creative work; service; and personal characteristics.

2. Agreements, including contracts, for all faculty members to be appointed in the future shall be clear, precise, and in sufficient detail to avoid ambiguity, misunderstanding, and misinterpretation with respect to the nature and extent of the appointment. For example, those signing term, visiting, or non-probationary administrative contracts will from the beginning date of their employment know exactly what the terms and options of those contracts are.

3. In all faculty appointments, the University of New Mexico will consistently support its affirmative action program as approved by the Regents.

C. *The Plan*

1. Department and college faculties shall be more rigorous in the application of the minimum requirements for their recommendations concerning awarding of tenure. The same areas of performance as now listed in the *Faculty Handbook* will continue to be used in assessing the performance; high levels of performance and more specific documentation of performance will be required. Normally, there must be affirmative and specific evidence of *excellence* in the several categories of performance being assessed (teaching; scholarship, research, or other creative work; service; and personal characteristics), especially in the first two. Departments and colleges shall be responsible for informing probationary faculty of these expectations and the implications of them individually.

The maintenance of rigorous requirements for the awarding of tenure will be reviewed by a *University* Tenure Review Committee appointed by and responsible to the Academic Vice President. The Committee shall have the power to review all positive recommendations for tenure and forward recommendations to the Academic Vice President regarding either individual cases or college policies in applying the tenure criteria. This committee shall consist of three faculty members from the College of Arts and Sciences, two each from the Colleges of Education, Engineering, and Fine Arts, and the School of Medicine, and one from each of the other degree-granting Colleges and Schools and from Library Services. This University-wide committee, in addition to the current college committees, will ensure uniformity in the rigor of evaluation policies among the several schools and colleges.

2. The normal initial full-time contract at the instructor and assistant professor levels will be a term appointment of three years. Faculty members with initial term appointments can expect to be employed, barring conditions over which the institution has no control, for a period of three years provided the member's performance continues to be satisfactory. During the third year of the faculty member's appointment, his or her performance will be evaluated. If this performance shows excellence or promise of excellence, and if the University's need for flexibility permits, the faculty member may be

offered a second appointment of three years. A decision on whether tenure is merited according to *Handbook* criteria will be made in the sixth year for all persons granted a second three-year contract. Faculty members not granted tenure in the sixth year will be given a terminal one-year appointment. For faculty members awarded tenure in the sixth year, tenure will be effective at the beginning of the seventh year. Exceptions to this procedure for the awarding of tenure shall only be allowed with the approval of the faculty member involved, a majority of the tenured faculty of the department, the Chairman, the Dean of the School or College, and the Academic Vice President.

3. Temporary one-year appointments may continue to be made in various parts of the University as visiting professorships, to fill positions on soft money, to replace persons on leave, or whenever an appointment has been made so late that normal search procedures have not been followed. Persons on such appointments may be reappointed for a second or third year if mutually agreeable to the faculty member and the department or college involved, or may be reappointed under a term contract.

4. A number of persons may be employed to staff administrative posts at UNM on non-probationary contracts carrying faculty titles. Such appointments shall normally imply continuation from year to year, but without presumption of tenure.

5. UNM shall not award immediate tenure to newly appointed faculty members except in occasional cases dictated by University needs.

6. Probationary periods for new faculty members at the rank of associate professor and professor shall normally be four years for associate professors and three years for full professors. These periods will be increased by one-half year for appointments commencing in semester two. Shortened probationary periods shall be offered to a new appointee only under special circumstances and only upon the recommendation of a majority of the tenured members in the department, the chairperson, the dean of the college, and the vice-president for academic affairs.

7. Faculty members who may be in a department with declining enrollments and who wish to do so may retrain or prepare themselves in another field or discipline. When available resources permit, special leaves at full pay for the specific purpose of retraining may be considered for approval upon the recommendation of the department chairperson and dean under whom the retrained faculty member would serve.

D. *Recommendations*

1. Various ways of making early retirement more attractive and feasible should be considered. Some faculty now between 55 and 65 years of age might be attracted to early retirement or a reduced load if the retirement system could be modified so as to offer more substantial retirement benefits than are now available. The feasibility of an improved retirement plan should be actively explored by the Regents, administration and faculty.

2. The faculty and administration, through already established committees, shall explore the possibility of including part-time faculty in our tenure plan.

POLICY STATEMENT ON ACADEMIC FREEDOM AND TENURE AT THE UNIVERSITY OF NEW MEXICO'S GALLUP AND NORTHERN BRANCHES

The basic principles upon which U.N.M.'s present Policy on Academic Freedom and Tenure are based shall apply to the branch colleges within the State as well as to the main campus in Albuquerque. In the implementation of this policy at the branch colleges, however, it will be necessary to use some slightly different criteria for the achievement of academic tenure. These differences are described below. It should be noted that the recently approved Tenure Position Plan which is applicable at the branches as well as on the main campus indicates that the normal initial full-time contract at the instructor and assistant professor levels will be a term appointment of three years.

1. As at the main campus, some full-time probationary appointments (those leading to tenure) may be made at the branch colleges, but because of the differences and changing nature of instructional requirements on these branch campuses, a larger percentage of temporary and term appointments will be made at branch colleges than on the main campus.

2. Probationary appointments made at a branch college shall lead toward academic tenure in a particular discipline at that branch only and not toward tenure on the main campus or at another branch.

3. The four bases[1] for appointment, promotion, and tenure used on the main campus shall apply also to the branch campuses. It is expected, however, that because of the somewhat different mission of branch colleges, more emphasis will be placed there on teaching and service and less upon scholarship and research.

4. Recommendations concerning academic tenure for a faculty member at a branch college shall be made directly to the main campus Vice President for Academic Affairs by the director at the branch. A recommendation shall then be made by the Vice President to the President of the University. Such recommendations and final decisions shall not be subject to review or approval by any faculty group on the main campus. It is urged, however, that the branch college director responsible for making such recommendations will seek advice of an appropriate faculty group on the main campus before recommending tenure. For example, the chairman and faculty of the Department of English on the main campus could help the branch college faculty group and director develop and use guidelines for arriving at a tenure recommendation concerning a person teaching English at the branch college, if it is well understood in advance that somewhat different emphases will be used in the application of criteria at the branch college. In addition, the branch college director shall consult with all full-time faculty at the branch college concerning the tenure recommendation.

---

1. Listed on p. 52 of the current *Faculty Handbook*: teaching; scholarship, research, or other creative work; service; and personal characteristics.

Appendix I

1940 STATEMENT OF PRINCIPLES[1]

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher[2] or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) Freedom of teaching and of extramural activities, and (2) A sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

Academic Freedom

(a) The teacher is entitled to full freedom in research and in the publication of the results,[3] subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.[4]

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.[5]

(d) At the University of New Mexico the teacher recognizes that he is responsible for the maintenance of appropriate standards of scholarship and teaching performance, aimed at the goal of training the students to think for themselves. While the students have a right to know the teacher's point of view on relevant controversial subjects, the teacher has an obligation to set forth fairly and clearly the divergent opinions of other scholars, so that the students may reach rational and independent conclusions.[6]

(e) The efficient operation of any institution requires cooperation among its personnel. The teacher agrees, therefore, to abide by all regulations of the University, consistent with this policy, and to perform to the best of his

1. Approved by AAC and AAUP in 1941.
2. The word "teacher" as used in this document is understood to include the investigator who is attached to an academic institution without teaching duties.
3. The term "research" is defined at UNM as including scholarship, research, or other creative work which is performed in a scholarly or professional manner; and the term "publication" as including exhibits and performances.
4. Also see Appendix V, "Statement on Professional Ethics."
5. Also see Appendix VI, "Committee 'A' Statement on Extramural Utterances."

ability such reasonable duties as are assigned to him by authorized University officials.*

Academic Tenure

(a) After the expiration of a probationary period teachers or investigators should have permanent or continuous tenure, and their services should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.

In the interpretation of this principle it is understood that the following represents acceptable academic practice:

(1) The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.

(2) Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.

(3) During the probationary period a teacher should have the academic freedom that all other members of the faculty have.

(4) Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

(5) Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

INTERPRETATIONS

At the conference of representatives of the American Association of University Professors and of the Association of American Colleges on November 7-8, 1940, the following interpretations of the 1940 Statement of Principles on Academic Freedom and Tenure were agreed upon:

(1) That its operation should not be retroactive.

(2) That all tenure claims of teachers appointed prior to the endorse-

* Subsections (d) and (e) were added upon the approval of the Policy on Academic Freedom and Tenure by the University of New Mexico in 1964.

ment should be determined in accordance with the principles set forth in the 1925 Conference Statement on Academic Freedom and Tenure.

(3) If the administration of a college or university feels that a teacher has not observed the admonitions of Paragraph (c) of the section on *Academic Freedom* and believes that the extramural utterances of the teacher have been such as to raise grave doubts concerning his fitness for his position, it may proceed to file charges under Paragraph (a) (4) of the section on *Academic Tenure*. In pressing such charges the administration should remember that teachers are citizens and should be accorded the freedom of citizens. In such cases the administration must assume full responsibility and the American Association of University Professors and the Association of American Colleges are free to make an investigation.

Appendix II

1958 STATEMENT OF PRINCIPLES ON ACADEMIC RETIREMENT

(A.A.U.P. Bulletin, June, 1958)

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or administrator, or even of the individual institution. The policy of an institution for the retirement of faculty members and administrators and its plan for their insurance benefits and retirement annuities should be such as to increase the effectiveness of its services as an educational agency. Specifically, this policy and plan should be such as to attract individuals of the highest abilities to educational work, to sustain the morale of the faculty, to permit faculty members with singleness of purpose to devote their energies to serving their institution, and to make it possible in a socially acceptable manner to discontinue the services of members of the faculty when their usefulness is undermined by age.

The following is recommended practice:

1. The retirement policy and annuity plan of an institution, as well as its insurance program, should be clearly defined and be well understood by both the faculty and the administration of the institution.

2. The institution should have a fixed and relatively late retirement age, the same for teachers and administrators. The length of training of college teachers, their longevity and their health generally are such that in the present circumstances the desirable fixed retirement age would appear to be from sixty-seven to seventy.

3. Circumstances that may seem to justify the involuntary retirement of a teacher or administrator before the fixed retirement age should in all cases be considered by a joint faculty-administrative committee of the institution. This committee should preferably be a standing committee, but in the consideration of specific cases, no interested person should be permitted to participate in its deliberations. (The above is not meant to indicate that the involuntary return of an administrator to teaching duties need be regarded as a retirement.)

4. The recall of teachers on retired status should be without tenure and on an annual appointment. Such recall should be used only where the services are clearly needed and where the individual is in good mental and physical health. It may be for part or for full time. Such recall should be rare where the retirement age is as late as 70.

5. The institution should provide for a system of retirement annuities. Such a system should:

(a) Be financed by contributions made during the period of active service by both the individual and the institution.

(b) Be participated in by all full-time faculty members who have attained a certain fixed age, not later than 30.

(c) Be planned to provide in normal circumstances and in so far as possible for a retirement life annuity (including Federal Old Age and Survivors Insurance benefits) equivalent in purchasing power to approximately 50% of the average salary over the last 10 years of service if the retirement is at 70, and a somewhat higher percentage if the fixed retirement age is younger.

(d) Ensure that the full amount of the individual's and the institution's contribution, with the accumulations thereon, be vested in the individual, available as a benefit in case of death while in service, and with no forfeiture in case of withdrawal or dismissal from the institution.

(e) Be such that the individual may not withdraw his equity in cash but only in the form of an annuity. (To avoid administrative expense, exception might be made for very small accumulations in an inactive account.) Except when they are small, death benefits to a widow should be paid in the form of an annuity.

6. When a new retirement policy or annuity plan is initiated or an old one changed, reasonable provision either by special financial arrangements or by the gradual inauguration of the new plan should be made for those adversely affected.

7. It is desirable for the insurance program of an institution to include the following:

(a) Life insurance on a group basis, in addition to survivors' benefits under Federal Old Age and Survivors Insurance.

(b) Insurance for medical expenses, including major medical (catastrophic) insurance.

(c) Disability insurance, covering long-term total disability for any occupation for which the staff member is reasonably fitted, and paying half-salary up to a reasonable maximum during disability before retirement as well as continuing contributions toward a retirement annuity.

Appendix III

1958 STATEMENT ON PROCEDURAL STANDARDS IN FACULTY DISMISSAL PROCEEDINGS

Foreword

The following Statement on Procedural Standards in Faculty Dismissal Proceedings has been prepared by a joint committee representing the Association of American Colleges and the American Association of University Professors. It is intended to supplement the 1940 Statement of Principles on Academic Freedom and Tenure by providing a formulation of the "academic due process" that should be observed in dismissal proceedings. However, the exact procedural standards here set forth "are not intended to establish a norm in the same manner as the 1940 Statement of Principles of Academic Freedom and Tenure, but are presented rather as a guide. . . ." (The Statement was approved by the Association of American Colleges in January, 1958, and by the American Association of University Professors in April, 1958.)

Any approach toward settling the difficulties which have beset dismissal proceedings on many American campuses must look beyond procedure into setting and cause. A dismissal proceeding is a symptom of failure; no amount of use of removal process will help strengthen higher education as much as will the cultivation of conditions in which dismissals rarely if ever need occur.

Just as the board of control or other governing body is the legal and fiscal corporation of the college, the faculty are the academic entity. Historically, the academic corporation is the older. Faculties were formed in the Middle Ages, with managerial affairs either self-arranged or handled in course by the parent church. Modern college faculties, on the other hand, are part of a complex and extensive structure requiring legal incorporation, with stewards and managers specifically appointed to discharge certain functions.

Nonetheless, the faculty of a modern college constitute an entity as real as that of the faculties of medieval times, in terms of collective purpose and function. A necessary pre-condition of a strong faculty is that it have first-hand concern with its own membership. This is properly reflected both in appointments to and in separations from the faculty body.

A well-organized institution will reflect sympathetic understanding by trustees and teachers alike of their respective and complementary roles. These should be spelled out carefully in writing and made available to all. Trustees and faculty should understand and agree on their several functions in determining who shall join and who shall remain on the faculty. One of the prime duties of the administrator is to help preserve understanding of those functions. It seems clear on the American college scene that a close positive relationship exists between the excellence of colleges, the strength of their faculties, and the extent of faculty responsibility in determining faculty membership. Such a condition is in no wise inconsistent with full faculty awareness of institutional factors with which governing boards must be primarily concerned.

In the effective college, a dismissal proceeding involving a faculty member on tenure, or one occurring during the term of an appointment will be a rare exception, caused by individual human weakness and not by an unhealthful setting. When it does come, however, the college should be prepared for it, so that both institutional integrity and individual human rights may be preserved during the process of resolving the trouble. The faculty must be willing to recommend the dismissal of a colleague when necessary. By the same token, presidents and governing boards must be willing to give full weight to a faculty judgment favorable to a colleague.

One persistent source of difficulty is the definition of adequate cause for the dismissal of a faculty member. Despite the 1940 Statement of Principles on Academic Freedom and Tenure and subsequent attempts to build upon it, considerable ambiguity and misunderstanding persist throughout higher education, especially in the respective conceptions of governing boards, administrative officers, and faculties concerning this matter. The present statement assumes that individual institutions will have formulated their own definitions of adequate cause for dismissal, bearing in mind the 1940 Statement and Standards which have developed in the experience of academic institutions.

This statement deals with procedural standards. Those recommended are not intended to establish a norm in the same manner as the 1940 Statement

of Principles on Academic Freedom and Tenure, but are presented rather as a guide to be used according to the nature and traditions of particular institutions in giving effect to both faculty tenure rights and the obligations of faculty members in the academic community.

Procedural Recommendations

1. Preliminary Proceedings Concerning the Fitness of a Faculty Member.

When reason arises to question the fitness of a college or university faculty member who has tenure or whose term appointment has not expired, the appropriate administrative officers should ordinarily discuss the matter with him in personal conference. The matter may be terminated by mutual consent at this point; but if an adjustment does not result, a standing or *ad hoc* committee elected by the faculty and charged with the function of rendering confidential advice in such situations should informally inquire into the situation, to effect an adjustment if possible, and if none is effected, to determine whether in its view formal proceedings to consider his dismissal should be instituted. If the committee recommends that such proceedings should be begun, or if the president of the institution, even after considering a recommendation of the committee favorable to the faculty member, expresses his conviction that a proceeding should be undertaken, action should be commenced under the procedures which follow. Except where there is disagreement, a statement with reasonable particularity of the grounds proposed for the dismissal should then be jointly formulated by the president and the faculty committee; if there is disagreement, the president or his representative should formulate the statement.

2. Commencement of Formal Proceedings.

The formal proceedings should be commenced by a communication addressed to the faculty member by the president of the institution, informing the faculty member of the statement formulated, and informing him that, if he so requests, a hearing to determine whether he should be removed from his faculty position on the grounds stated will be conducted by a faculty committee at a specified time and place. In setting the date of the hearing, sufficient time should be allowed the faculty member to prepare his defense. The faculty member should be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded to him. The faculty member should state in reply whether he wishes a hearing and, if so, should answer in writing, not less than one week before the date set for the hearing, the statements in the president's letter.

3. Suspension of the Faculty Member.

Suspension of the faculty member during the proceedings involving him is justified only if immediate harm to himself or others is threatened by his continuance. Unless legal considerations forbid, any such suspension should be with pay.

4. Hearing Committee.

The committee of faculty members to conduct the hearing and reach a decision should either be an elected standing committee not previously concerned with the case or a committee established as soon as possible after the president's letter to the faculty member has been sent. The choice of members of the hearing committee should be on the basis of their objectivity and competence and of the regard in which they are held in the academic community. The committee should elect its own chairman.

5. Committee Proceeding.

The committee should proceed by considering the statement of grounds

for dismissal already formulated, and the faculty member's response written before the time of the hearing. If the faculty member has not requested a hearing, the committee should consider the case on the basis of the obtainable information and decide whether he should be removed; otherwise the hearing should go forward. The committee, in consultation with the president and the faculty member, should exercise its judgment as to whether the hearing should be public or private. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the president's letter to the faculty member should be received.

The president should have the option of attendance during the hearing. He may designate an appropriate representative to assist in developing the case; but the committee should determine the order of proof, should normally conduct the questioning of witnesses, and, if necessary, should secure the presentation of evidence important to the case.

The faculty member should have the option of assistance by counsel, whose functions should be similar to those of the representative chosen by the president. The faculty member should have the additional procedural rights set forth in the 1940 Statement of Principles on Academic Freedom and Tenure, and should have the aid of the committee, when needed, in securing the attendance of witnesses. The faculty member or his counsel and the representative designated by the president should have the right, within reasonable limits, to question all witnesses who testify orally. The faculty member should have the opportunity to be confronted by all witnesses adverse to him. Where unusual and urgent reasons move the hearing committee to withhold this right, or where the witness cannot appear, the identity of the witness, as well as his statements, should nevertheless be disclosed to the faculty member. Subject to these safeguards, statements may when necessary be taken outside the hearing and reported to it. All of the evidence should be duly recorded. Unless special circumstances warrant, it should not be necessary to follow formal rules of court procedure.

6. Consideration by Hearing Committee.

The committee should reach its decision in conference, on the basis of the hearing. Before doing so, it should give opportunity to the faculty member or his counsel and the representative designated by the president to argue orally before it. If written briefs would be helpful, the committee may request them. The committee may proceed to decision promptly, without having the record of the hearing transcribed, where it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing if its decision would be aided thereby. It should make explicit findings with respect to each of the grounds of removal presented, and a reasoned opinion may be desirable. Publicity concerning the committee's decision may properly be withheld until consideration has been given to the case by the governing body of the institution. The president and the faculty member should be notified of the decision in writing and should be given a copy of the record of the hearing. Any release to the public should be made through the president's office.

7. Consideration by Governing Body.

The president should transmit to the governing body the full report of the hearing committee, stating its action. On the assumption that the governing board has accepted the principle of the faculty hearing committee, acceptance of the committee's decision would normally be expected. If the governing body chooses to review the case, its review should be based on the record of the previous hearing, accompanied by opportunity for argument,

oral or written or both, by the principals at the hearing or their representatives. The decision of the hearing committee should either be sustained or the proceeding be returned to the committee with objections specified. In such a case the committee should reconsider, taking account of the stated objections and receiving new evidence if necessary. It should frame its decision and communicate it in the same manner as before. Only after study of the committee's reconsideration should the governing body make a final decision overruling the committee.

8. Publicity.

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officers should be avoided so far as possible until the proceedings have been completed. Announcement of the final decision should include a statement of the hearing committee's original action, if this has not previously been made known.

Appendix IV

STATEMENT CONCERNING RESIGNATIONS, 1929

(A.A.U.P.)

Any provision in regard to notification of resignation by a college teacher will naturally depend on the conditions of tenure in the institution. If a college asserts and exercises the right to dismiss, promote, or change salary at short notice, or exercises the discretion implied by annual contracts, it must expect that members of its staff will feel under no obligations beyond the legal requirements of their contracts. If, on the other hand, the institution undertakes to comply with the tenure specifications approved by the Association of American Colleges, it would seem appropriate for the members of the staff to act in accordance with the following provision:

1. Notification of resignation by a college teacher ought, in general, to be early enough to obviate serious embarrassment to the institution, the length of time necessarily varying with the circumstances of his particular case.

2. Subject to this general principle it would seem appropriate that a professor or an associate professor should ordinarily give not less than four months' notice and an assistant professor or instructor not less than three months' notice.

3. In regard to offering appointments to men in the service of other institutions, it is believed that an informal inquiry as to whether a teacher would be willing to consider transfer under specified conditions may be made at any time and without previous consultation with his superiors, with the understanding, however, that if a definite offer follows he will not accept it without giving such notice as is indicated in the preceding provisions. He is at liberty to ask his superior officers to reduce, or waive, the notification requirements there specified, but he should be expected to conform to their decision on these points.

4. Violation of these provisions may be brought to the attention of the officers of the Association with the possibility of subsequent publication in particular cases after the facts are duly established.

Appendix V

STATEMENT ON PROFESSIONAL ETHICS

(Endorsed by the Fifty-Second Annual Meeting, A.A.U.P.)

1. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.

2. As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

3. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

4. As a member of his institution, the professor seeks above all to be an effective teacher and scholar. Although he observes the stated regulations of the institution, provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines the amount and character of the work he does outside his institution with due regard to his paramount responsibilities within it. When considering the interruption or termination of his service, he recognizes the effect of his decision upon the program of the institution and gives due notice of his intentions.

5. As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks or acts as a private person he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Appendix VI

COMMITTEE A STATEMENT ON EXTRAMURAL UTTERANCES

The 1940 Statement of Principles asserts the faculty member's right to speak or write, as citizen, free from institutional censorship or discipline. At the same time it calls attention to the faculty member's special obligations arising from his position in the community: to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to make every effort to indicate that he is not an institutional spokesman. An interpretation of the 1940 Statement, agreed to at a conference of the AAC and the AAUP held on November 8, 1940, states that an administration may file

charges in accordance with procedures outlined in the Statement if it feels that a faculty member has failed to observe the above admonitions and believes that his extramural utterances raise grave doubts concerning his fitness for his position.

In cases involving such charges, it is essential that the hearing should be conducted by an appropriate—preferably elected—faculty committee, as provided in Section 4 of the 1958 *Statement on Procedural Standards in Faculty Dismissal Proceedings*.[1] The controlling principle is that a faculty member's expression of opinion as a citizen cannot constitute grounds for dismissal unless it clearly demonstrates the faculty member's unfitness for his position. Extramural utterances rarely bear upon the faculty member's fitness for his position. Moreover, a final decision should take into account the faculty member's entire record as a teacher and scholar. In the absence of weighty evidence of unfitness, the administration should not prefer charges; and if it is not clearly proved in the hearing that the faculty member is unfit for his position, the faculty committee should make a finding in favor of the faculty member concerned.

Committee A asserts that it will view with particular gravity an administrative or board reversal of a favorable faculty committee hearing judgment in a case involving extramural utterances. In the words of the 1940 Statement of Principles, "the administration should remember that teachers are citizens and should be accorded the freedom of citizens." In a democratic society freedom of speech is an indispensable right of the citizen. Committee A will vigorously uphold that right.

[1] Section 4 provides: "The committee of faculty members to conduct the hearing and reach a decision should either be an elected standing committee not previously concerned with the case or a committee established as soon as possible after the president's letter to the faculty member has been sent. The choice of members of the hearing committee should be on the basis of their objectivity and competence and of the regard in which they are held in the academic community. The committee should elect its own chairman.

Academic Load

The term "academic load" describes the sum total of all officially recognized University duties carried out by an individual member of the faculty at any given time. Teaching in regularly scheduled classes is basic, of course, but overall load may also include research or creative work, sponsored research, committee assignments, student advisement, direction of theses and dissertations, and administrative or supervisory duties. Both the specific functions and the distribution of a faculty member's time among them are flexible, varying considerably from department to department, among individuals within a department, and also for particular instructors from semester to semester or year to year.

Appointment and Continuation in Office of Departmental Chairmen

PREAMBLE: The following policy guidelines will be utilized for the appointment, periodic review, and terms of office of departmental chairmen at the University of New Mexico unless a college faculty adopts a modified policy pertaining to appointment, periodic review, and terms of office for departmental chairmen in that college.

1. An evaluation shall be made of all chairmen by January 1, 1971, by both administrators and faculty members to determine the appropriateness of their continuation in office. Evaluative criteria for their chairmanship will be established by the individual departments in consultation with the dean. Deans of the various colleges will be responsible in this evaluation for implementing the procedures as set forth in paragraph 3.

2. On July 1, 1971, all departmental chairmen or heads of other subcollege administrative units then in office will be considered to have begun on that date terms of office of four years.

3. Terms of office shall be renewable, but ordinarily for not more than one additional term. Recommendations for both the initial appointments and reappointments to terms of office are to be made by the dean after consultation with departmental faculty and such other persons as he shall see fit. In the case of appointments to departments conducting graduate programs, consultation with the dean of the Graduate School will also be included. The consultation with departmental faculty shall include the taking of a vote by secret ballot on any potential appointment. Reappointment must also be subject to the stated willingness of the chairman to continue in that position.

4. It shall be understood that a policy of terms of office for chairmen does not abrogate the long-standing policy of the University that chairmen serve in any college at the pleasure of the dean of that college. This means, simply, that chairmen may be replaced during a term of office; also, they may resign.

EXPLANATION: As indicated in the preamble, any college

may decide its own policy for terms of department chairmen. For example, a college might decide to adopt five-year terms, or two- or three-year terms, or variable terms. The above is to be the policy of a college only if it does not adopt some different policy.

Appointments and Promotions

The University's policy on appointments (including subsequent re-appointments) and on promotions follows herewith. It expresses the institutional philosophy in these matters and describes the qualifications for the various ranks in terms of four major areas of consideration, together with indications of the relative importance of these areas and possible sources of information for evaluations.

APPOINTMENT AND PROMOTION POLICY

(As revised and approved by the Faculty on March 19, 1957, May 15, 1962, and February 11, 1969)

General Introduction

Ultimate decisions in matters of appointment and promotion in rank are made on the authority of the Regents. Initial recommendations, however, are made at the departmental level (or college level where colleges are not divided into departments), although a recommendation may be submitted by any member of the faculty. These recommendations are then reviewed by the administrative officers most directly involved and are forwarded with their recommendations to the President of the University who transmits them to the Regents. Recommendations at the departmental level will be given most serious consideration in this procedure.

This document relates only to appointment and promotion policy, not to decisions regarding salary or tenure. Nevertheless, salary questions are inevitably involved in cases both of appointment and of promotion. However, it is expected that recommendations for appointment and promotion will be made on the basis of merit, and that salaries will be adjusted accordingly.

Recommendations for appointment also involve decisions regarding temporary or probationary status. In cases of reduction of the length of the probationary period, the matter should be clearly stated in writing and agreed to at the time of appointment. In the case of promotions of faculty members not already having tenure, tenure expectations may need to be considered, although the tenure decision is a separate matter. (See Academic Freedom and Tenure Policy.)

Bases for Appointment and Promotion

For appointment, or for promotion to a higher rank, a candidate is evaluated in terms of his effectiveness in four principal areas:

1. Teaching
2. Scholarship, Research, or Other Creative Work
3. Service
4. Personal Characteristics

Not all faculty members excel in each of these areas, but distinction or promise, especially in either of the first two, constitutes the chief basis for appointment and promotion. Even though teaching may be more difficult to

evaluate than scholarship, research, or creative work, it should not therefore be given a place of secondary consideration in an over-all rating.

The last two categories are important but normally round out and complement the qualities presented in the first two areas.

Teaching

Teaching is admittedly difficult to define precisely or to assess accurately. It is commonly considered to include a person's knowledge of his field, his keeping abreast of developments in it, his skill in communicating to his students and in arousing their interest, his ability to stimulate them to think critically, to have them appreciate the interrelationship of fields of knowledge, and to be concerned with applications of knowledge to vital human problems.

Scholarship, Research, or Other Creative Work

A faculty member's scholarship, research, and other creative work should make a contribution to his particular field of interest and serve as an indication of his professional competence. The result of this kind of activity normally finds expression in publication, or other media appropriate to the field, and where appropriate, should be reflected in teaching. In no case, however, should a person's productive effort be measured by mere quantity.

Service

This term refers specifically to service to the University community, as in committee assignments. It also has reference to service to one's profession, usually identified by time and effort given to professional organizations, whether of state, regional, national, or international character. Not least of the services rendered are those which concern the civic community in which the University is located. An outstanding service record should be a positive factor in making an evaluation, but the lack of such a record should not be regarded as sufficient cause for denying an appointment or promotion.

Personal Characteristics

This category may be considered to include all traits which contribute to an individual's effectiveness as a teacher, as a leader in a professional area, and as a human being. Of primary concern here are intellectual breadth, emotional stability or maturity, and a sufficient vitality and forcefulness to constitute effectiveness. There must also be a sufficient degree of compassion and willingness to cooperate, so that an individual can work harmoniously with others while maintaining his own independence of thought and action. This category is so broad that flexibility is imperative in its appraisal.

Sources of Information

It is not easy to come to clear and definite decisions about the criteria on which a candidate is judged, even when the information is at hand. The suggestions which follow have been found useful and appropriate in identifying sources of information.

Teaching

1. Consult colleagues in the candidate's field and those in allied fields.
2. Seek out student opinion. In the absence of a reliable system for student evaluation, this method needs to be used with great care.
3. Direct observation of a faculty member's performance of his duties may well be included.

Page revised 4/15/69, 1/20/70, 10/1/70

Scholarship, Research, or Other Creative Work

1. Seek the judgments of professional colleagues both on and off campus.

2. Assess any published material in terms of its content, and in terms of the journals, or other auspices, in which it appears; or assess any creative work in terms of its public presentation and reception.

3. Evaluate the work which the candidate may do as consultant.

4. Take into consideration the papers presented at professional meetings, whether of state, regional, national, or international scope.

5. Gather reports of specific projects undertaken and ascertain the success achieved in the past as well as the prospects of success for the future. Remember that important projects may require many years before they can be presented to the public.

Service

1. An indication of service sometimes appears in biographical records. This, however, may not be the case because degrees of modesty vary.

2. In the case of new appointments, one must depend primarily upon the information obtained from letters of recommendation or other such sources.

3. For promotions, the biographical record with its annual supplements collected in the office of the Secretary of the University should constitute a fairly complete record. However, one should also consult the candidate's colleagues for additional information.

Personal Characteristics

1. Clues to traits of character may be found in the dossier of an appointee when the letters of recommendation are included.

2. For promotions, confidential reports from colleagues and others acquainted with the candidate will constitute the primary source of information regarding personal characteristics. Such reports must obviously be treated with great circumspection.

Specific Qualifications for Appointment and Promotion

The following statements should be looked upon as firm but not absolute guidelines governing normal promotion. Special procedures are sometimes required in unusual circumstances, where too strict adherence to the rule could well be disadvantageous to the University. Also, qualifications differ in the various fields. Customary degrees or their equivalent should be required, recognizing that these requirements differ according to the standards in the various fields.

THE JUNIOR RANKS

Instructor[1]

This rank is most appropriate for persons beginning their teaching careers. It should be used by any department or college which finds it convenient and appropriate to include instructorships within its faculty rankings. It can also be used for persons needed to fill temporary posts under emergency conditions. Instructors are also appointed with an understanding that upon demonstration of ability or fulfillment of specified goals, they may expect advancement in rank. As with any appointment, the status should be made clear and put in writing at the time of employment.

[1]The use of the title of Instructor is strongly discouraged for graduate students seeking an advanced degree *at UNM*. For persons who are primarily graduate students, the title "Teaching Assistant" is recommended, in keeping with existing policies of the Graduate School. Therefore, proposed appointments of graduate students to instructorships should be discussed with the Graduate Dean.

Assistant Professor

An assistant professor should be demonstrably competent in the subject matter area of his particular courses, and should have indicated a serious commitment to teaching; but he need not be expected to have acquired an extensive reputation in his field. As he continues in this rank, he should demonstrate an effort to improve his knowledge and his teaching ability, and he should present himself professionally through papers to professional organizations, through publications, or through other creative work.

As a general rule, the length of service in the rank of assistant professor before being considered for promotion to the rank of associate professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making such recommendation.

THE SENIOR RANKS

Appointment or promotion to either senior rank should represent an implicit prediction on the part of the department, college, and University that the individual will make, during the remainder of his professional life, sound contributions to teaching and learning. It should be made only after careful investigation of the candidate's promise in scholarship, in teaching, and in leadership and learning. By this statement it is meant that serious attention must be given to the caliber of the candidate's intellectual and moral stature, for this will probably be the key factor in determining the extent to which his past performance in teaching and in creative work may be expected to carry on through continuing contributions. Deans and departmental chairmen normally will look to the senior ranks for advice and counsel regarding policy matters, including appointment and promotion. Also, services rendered to communities and agencies or organizations in his professional capacity should certainly be considered in assessing qualifications for advancement to senior ranks.

Associate Professor

The criteria for appointment or promotion to an associate professorship differ from those for a professorship in degree rather than in kind. The candidate for associate professor should offer evidence in his work that he has kept abreast of developments in his field, and that he is conscientiously interested in improving methods of teaching. It is expected that an associate professor shall already have shown a basic general understanding with regard to a large part of his discipline. This condition implies postdoctoral research or creative work sufficient to indicate continuing interest and growth in his professional field.

As a general rule, the length of service in the rank of associate professor before being considered for promotion to full professor is five years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.

Professor

It is expected that the professor will continue to develop and mature with regard to his teaching, research, and other qualities that earned him his earlier appointments. Consideration for this appointment should include particular attention to the quality and significance of a person's contributions to his field, his sensitivity and interest in the general problems of university education and their social implications, and his ability to make constructive judgments and decisions in regard thereto. It should be kept in mind that the full professors are likely to be the most enduring group in the faculty and are those who will give leadership and set the tone for the entire University.

Page revised 4/15/69, 1/20/70, 10/1/70

Dates of Campus Duty

Except for authorized holidays, vacations, or other recesses listed in the academic calendar or otherwise announced, it is the obligation of each faculty member to perform all assigned duties and commitments within the period designated by the beginning and ending dates of service in a particular contract period. It is understood further that each faculty member is expected to be available for campus duty one week before the start of classes at the beginning of each regular semester. The period of duty for department chairmen, if different from that of other faculty members, will be as determined by the several colleges.

Employment

The University complies as a matter of course with government legislation determining fair employment practices, particularly as these apply to distinctions of race, creed, color, national origin, and sex. The University also has established employment policy in two additional respects as detailed below.

EMPLOYMENT POLICY

1. No member of the teaching staff of rank of assistant professor or higher shall be granted a graduate degree by the University of New Mexico.[1]

2. As a general policy, no person who has received a degree from the University of New Mexico shall hereafter be employed as a regular member of the faculty in a position which may lead to permanent tenure unless subsequent to the last degree received at the University of New Mexico, he has taken at least one academic year of advanced work at another reputable institution or has established himself professionally elsewhere. Such work or professional experience must be in his teaching field.

At the discretion of the Administration, an exception may be made to this general policy in the case of a person who has taken a master's degree, its equivalent, or pursued other substantial graduate work at another reputable institution, before receiving a more advanced degree at the University of New Mexico.

3. In case of the above or any other exceptions to the general policy, it is recommended:

a. that the Administration consult with the Committee on Academic Freedom and Tenure before taking action;

b. that the person employed shall be given temporary contracts for a period not to exceed three years at the end of which time his employment shall be terminated, unless after review of his appointment he shall be placed on regular probationary status.

Point 1: Adopted by Faculty, February 13, 1950
Points 2 and 3: Reviewed and adopted by Faculty, March 12, 1951

[1] For use of the title "Instructor," see footnote on page 54.

EMPLOYMENT OF RELATIVES

1. The employment of more than one member of the same immediate family is authorized, whether or not the persons concerned are in the same academic or administrative unit, when the members are appointed because of their recognized capabilities and qualifications.

2. No supervisor may employ or appoint a member of his immediate family. A supervisor may not employ or appoint a member of the immediate family of any of his line superiors without the advance approval of the President.

Page revised 4/15/69, 1/20/70, 10/1/70, 10/1/71, 11/1/72, 8/15/73, 7/1/74

3. If there is any change in family relationship which violates the above policies, both employees so affected may not continue to hold such positions beyond the term of their current appointments, or beyond six months in the case of staff personnel.

4. An individual's immediate family shall include parent, spouse, child, brother, or sister.

(Adopted by the Regents on December 12, 1959; revised April 16, 1971, and July 13, 1971)

Equal Employment Opportunity and Affirmative Action Plan

POLICY STATEMENT

It is the policy of the University of New Mexico to provide equal opportunity in all personnel actions including employment, compensation, benefits, transfers, layoffs, returns, institutionally-sponsored education, training, tuition assistance, social and recreational programs and advancement, without regard to race, creed, color, religion, national origin, sex or age.

A program of Affirmative Action has been developed and is being implemented in order that these equal employment goals can be met. In order to effectively implement the Affirmative Action Program, an EEO Coordinator has been appointed and an EEO Committee established. The EEO Coordinator reports directly to the University President and is responsible for monitoring and directing the implementation of the program.

Vice-Presidents, Directors, Deans, Managers, Department Chairmen and Supervisors are responsible for controlling activities within their respective areas of responsibility to assure accomplishment of the Affirmative Action Program and its goals. Their work performance evaluations will include an evaluation of their Affirmative Action efforts as well as other criteria.

As President of the University of New Mexico, I pledge my support to the Affirmative Action Program. As an educational institution established for all citizens I feel that the University of New Mexico should exert leadership in this important program.

Ferrel Heady, President

The Affirmative Action Plan referred to in paragraph three above is printed in the *UNM Personnel Policies and Practices Manual*, Section 105. Separate copies of the Policy Statement printed above and the Affirmative Action Plan are also available in the Office of the University Secretary and in the Personnel Office.

Faculty Contracts

Contracts are usually issued during the first week in May for the following year. For most faculty members, contracts call for nine months of service (see Dates of Campus Duty).

Payments in every case are made in monthly installments, on the last working day of each month. Beginning with contracts for the 1974-75 academic year, returning faculty members who are employed on a nine-months' basis have the option of choosing payment of their salaries in ten or twelve installments. For example: for a given year, the first check is paid at the end of August; faculty members may decide whether they wish to receive their contracted salaries in twelve equal installments ending on July 31 or in ten equal installments ending on May 31.

Page revised 4/15/69, 1/20/70, 10/1/70, 5/1/71, 10/1/71, 8/15/73, 7/1/74, 7/1/75

The following procedure has been established by the Comptroller for computing the salary of a faculty member whose period of employment does not begin with the start of school:

Count the remaining number of weeks in the semester and relate it to 17 weeks in a full semester; i.e., a person who is employed in November for the remainder of the first semester at an academic year rate (two regular semesters) of $10,000 should receive compensation of 7/17 of $5,000 (assuming there are seven weeks remaining in the first semester, excluding the Thanksgiving holiday.)

The contract of a person employed for the fiscal year—administrators and certain faculty—is written to indicate a 12-month period of employment, it being understood that a 1-month vacation on an accrual basis is implicit in the agreement. One month here is construed as 21 working days, and a paid holiday in a vacation period is counted as a holiday and not as a day of vacation. While vacations will be granted whenever possible to satisfy individual requests, continuity of operations must be maintained. Consequently, vacation must be scheduled with the approval of the dean or director concerned. Employees on contract with the University who are terminating their employment must either: (1) take their accrued vacation during the contract period in which they are terminating their employment, or (2) terminate in sufficient time prior to the end of the contract period so that payment of unused vacation credits will not exceed the total monies provided in the contract.

For full-time faculty members on 12-months' contracts: vacation is accrued at a rate of 1.75 days per month for a total of 21 days per year; to earn vacation during a given month, faculty must receive pay for at least twelve days during that month; faculty may accrue up to a total of 31.5 days.

For permanent part-time faculty members on 12-month contracts for at least ½-time but less than ¾-time work, vacation is accrued at a rate of 7 hours per month for a total of 84 hours per year. For such persons working at least ¾-time but less than full-time, the accrual rate is 11 hours per month, or 132 hours per year. To earn vacation for a given month, ½-time employees must work a minimum of 48 hours in that month, and ¾-time employees must work a minimum of 64 hours in that month.

For a person on a twelve-months' contract whose period of employment does not begin with the start of the fiscal year (July 1), salary is computed as follows:

Divide the annual base salary by 12 and multiply the quotient by the remaining number of months in the budget year; i.e., a person employed on December 1 on an annual base salary of $12,000 would receive a contract for $7,000—$1,000 per month for the 7 months remaining in the fiscal year.

The various types of appointment—probationary, part-time, temporary, etc.—are described in the Policy on Academic Freedom and Tenure (q.v.); criteria for appointment to the various ranks may be found in the Appointment and Promotional Policy (q.v.).

Holiday Policy

The following nine annual holidays are observed at the University:

1. New Year's Day (If it falls on Saturday, Friday will be observed as a holiday; if it falls on Sunday, Monday will be observed)

2. The work day preceding New Year's Day or preceding the day given in lieu of New Year's Day

3. Memorial Day (last Monday in May)

4. Independence Day (If it falls on Saturday, Friday will be observed as a holiday; if it falls on Sunday, Monday will be observed)

5. Labor Day (first Monday in September)

6. Thanksgiving Day (fourth Thursday in November)

7. Friday following Thanksgiving Day

8. Christmas Day (If it falls on Saturday, Friday will be observed as a holiday; if it falls on Sunday, Monday will be observed)

9. Work day preceding Christmas Day or preceding the day given in lieu of Christmas

Outside Employment and Extra Compensation Paid by the University

Subject to certain restrictions, members of the faculty are encouraged to engage in outside professional activities which will enhance their professional growth or reputation. Outside employment is defined as professional employment for compensation which is not disbursed by the University. Similarly, faculty members may occasionally receive extra compensation from the University for additional work done in connection with University-related activities. The University's policies in these regards are detailed below.

POLICY CONCERNING OUTSIDE EMPLOYMENT

A full-time member of the University Faculty is encouraged to engage in outside professional activities such as writing, consulting, lecturing, or activities of similar nature which will enhance his professional growth or reputation, subject to the following restrictions:

1. Since the faculty member's primary responsibility is to the University, all outside employment is considered secondary. Outside activities will be deemed excessive when, in the judgment of the department chairman, dean, and Vice President for Academic Affairs, they are of an extent which interferes with the discharge of the faculty member's full obligation to the University. The time spent in outside employment, or in additional work done within the University for extra compensation, or in both of these together, may not exceed the equivalent of one work day per week during the contract period.

2. Outside professional activities will not significantly conflict with classes, office hours, or other assigned duties and commitments. When outside activity does not involve absence from assigned duties and commitments, the

faculty member is nevertheless responsible for keeping the department chairman* fully informed in writing about the nature and extent of any current outside professional commitments.

3. Except in cases specifically approved in writing by the President authorizing official University involvement, the faculty member in undertaking such employment shall act as an individual and not as an agent of the University and shall not use the name of the University or official University stationery in connection with such work. Nor shall the faculty member solicit such employment through use of his University position.

4. The amount of earnings from outside activities is not a concern of the University. However, in order to avoid possible charges against the University of unfair competition, a faculty member should charge fees at least as great as would be charged by firms or individuals doing similar work, except when advice or services are given free in the public interest.

5. In undertaking outside employment the faculty member shall not make use of University facilities or personnel without prior written approval of the head of the unit responsible for the facilities or personnel and of the Comptroller. The Comptroller shall determine to what extent the University shall be reimbursed for such use. (Except when a governmental agency is involved, authorization for use of University facilities wi[illegible]iven when comparable facilities are available in the immediate area [illegible]he project will involve use of equipment on a continuing basis.)

6. Work of a routine or repetitive nature such as tests, assays, chemical analyses, bacteriological examinations, etc. which involve the use of University property is discouraged except where it is considered in the public interest and where facilities or personnel for doing such work exist only at the University.

7. Great care should be taken to avoid a conflict of interest situation in carrying out any type of consultant or research activity.

8. When exceptions to this policy are necessary in the interest of the University, they must have the advance approval of the Vice President for Academic Affairs.

9. Deans are to report to the Vice President for Academic Affairs at the end of each semester and summer session summaries of the number of days spent by faculty members on outside employment.

POLICY CONCERNING EXTRA COMPENSATION PAID BY THE UNIVERSITY

Faculty members may occasionally receive extra compensation from the University for additional work done in connection with University-related activities provided that:

1. Advance approval in writing is given by the appropriate department chairman and dean;

2. The work done for extra compensation does not in the opinion of the approving authority:

a) Conflict in time with regular University duties and assignments;

b) Constitute a "conflict of interest" situation for the faculty member;

c) Come within the scope of the faculty member's regular responsibilities for which compensation is already being paid.

3. The work for extra compensation, or the outside employment, or both of these together, does not exceed the equivalent of one working day per week. (See Policy Concerning Outside Employment above.)

*or director of an academic division or dean in colleges without departments.

PROCEDURES REGARDING EXTRA COMPENSATION

Extra compensation as outlined in this policy, usually to be initiated by the Payroll Time Slip, shall not exceed the proportionate share of the base salary of the period in which the work is to be performed. Exceptions must have the advance approval of the Vice President for Academic Affairs. (For example, a person on nine-months' appointment, therefore, shall not normally be paid more than 1/195 of the regular nine-months' salary for each full day of work done on the special assignment. The corresponding fractions for other appointments are 1/217 for ten-months', 1/238 for eleven-months', and 1/260 for twelve months'.)

The Payroll Time Slip should indicate the exact days and hours during which the work was done, and it should be signed by the faculty member who did the work, the faculty member's dean, and the administrator of the department for which the work is being done.

Deans are to report to the Vice President for Academic Affairs at the end of each semester and summer session summaries of approvals granted and amounts of extra compensation paid to faculty members through the University for work done under this policy.

Deans are also responsible for enforcing this policy and shall keep whatever records may be necessary to assure that faculty members in their respective colleges are approved for extra compensation only within the provisions given above.

Approved by the Regents, 12/13/73

Payroll Data

Salaries are normally paid on the last day of each month. Payment is by check, and each check is accompanied by a payroll record stub on which are given the deductions and payments for the period as well as the cumulative total of payments to date during the current calendar year. At the faculty member's request, the check will be sent directly to his bank for deposit, and the stub is sent to the member by campus mail. Checks not so deposited will be distributed by the Cashier's Office, except in the School of Medicine where they are distributed by the School's Comptroller. Checks will not be sent through campus mail.

Compulsory deductions, e.g., state and federal income tax withholdings, and retirement, are made from each payroll check; social security is deducted until the required annual amount has been reached. In addition, other types of deductions may be requested by the faculty member to permit automatic payment for such things as group insurance premiums, parking permit fees, U.S. Bonds, credit-union deposits, the University United Fund, etc.

Postdoctoral Fellows

A postdoctoral fellow is "a person engaged in a period of special study and research at the postdoctoral level" (*Faculty Handbook*, page 33C). A person may hold the status of postdoctoral fellow for a total period limited to thirty-six months, regardless of where the fellowship is undertaken. Fellows who have served under their current or another grant elsewhere as post-

doctoral fellows before coming to UNM must report to the UNM Comptroller the number of months of prior entitlement. (A more detailed statement concerning administration, benefits, and other perquisites of such fellowships is available in the Office of the Vice President for Academic Affairs.)

Visiting Scholars

As a matter of academic tradition and courtesy, the University welcomes on its campus scholars from other universities who, because of sabbatical or research opportunities, wish to spend a period of time on campus and to have official affiliation with the University during that period. When such affiliation takes the form of lectureships or visiting professorships, appointment procedures follow regular administrative channels. When a visitor wishes not to teach, but to conduct independent research, another form of appointment becomes appropriate. In order to establish a clear understanding of the prerogatives and obligations of such visitors, and for the benefit of those members of the Faculty who are asked or wish to promote such visits, the following guide-lines are set down.

1. Appointments. Suggested titles are Visiting Scholar, Visiting Research Scholar in . . . (department or field); Post-doctoral Research Fellow. The visitor or the department should initiate the negotiations and work out the specific arrangement, subject to approval by the dean and Vice President for Academic Affairs and the issuance of a letter of appointment by the latter.

2. Auditing of Courses. With the consent of the classroom teacher, Visiting Scholars should be allowed freely to audit University courses. At the discretion of the teacher or the department, such scholars may be invited to participate in fields of their competency, but no formal teaching or lecturing arrangements should be entered into without consideration having been given to the question of adequate compensation.

3. Departmental Affiliation. Traditionally, visiting appointments are made in academic departments. While other forms of affiliation are feasible (for instance with a college, the School of Law, or the School of Medicine), the chairman or dean most closely interested in such an arrangement should always have the opportunity of weighing the merits of the appointment. Therefore, he should be consulted, and if he concurs, should have the privilege of writing the official letter of invitation. Depending on the inviting department's inclinations, such a visitor may be included in departmental activities, consistent with established University policies and regulations.

4. Financial Arrangements. It is important to specify in writing what the financial arrangements under a visiting ap-

pointment are to be, if any. Typically, if a scholar comes to the University on his sabbatical with his own university's normal support, or with partial support from a foundation (such as a Guggenheim Fellowship), the University should absorb the costs of making library resources or desk space available. If on the other hand the visitor is in a scientific or engineering field and expects to use University equipment for his research, other equitable arrangements should be mutually agreed to. If the visitor is officially *sponsored* by a government agency or foundation such as the National Science Foundation, the Conference Board of Associated Research Councils, or the Commonwealth Fund (the latter two bring foreign scholars to U.S. universities), then the University should attempt to recover some of the administrative and other costs it incurs in having the scholar on campus. A contribution of perhaps $500 might be solicited from the sponsor, to become available principally to the department of affiliation. Agencies and foundations are increasingly aware of the fact that such arrangements are equitable in the case of visiting scholars sponsored by them. The Vice President for Academic Affairs should be responsible for negotiating such financial arrangements.

5. Foreign Visitors. The Office of International Programs and Services should be involved from the very start in any plans for appointments of foreign scholars so that misunderstandings and embarrassments arising out of visa and immigration status can be avoided.

6. Housing. It is presumed that the University will bear no responsibility for housing arrangements, and that dormitory space will not be made available to visitors.

7. Insurance. Prospective visitors should understand the importance of having health and accident insurance coverage in force while visiting the University. Presumably their own home-campus coverage would extend to a stay here, but the appointing person at the University should assure himself that reasonable arrangements exist. This is particularly critical in the case of foreign visitors.

8. Records. It is beneficial that simple records of such appointments be centrally kept by the University Secretary. Where this is neglected, embarrassment may ensue. Visitors have been known to have stated, in good faith, that they spent Semester I of academic year "X" at University "Y," but when a prospective employer or a Federal agency checks, no record of affiliation emerges.

9. Time. Typically, such appointments should only be considered where the stay is planned for a period longer than one month. It might be for one semester, but should not exceed one academic year.

Withholding Exemption Certificate

Each newly hired faculty member will receive a withholding exemption certificate to be filled out and returned to the office of the Vice President for Academic Affairs before the 15th of the first month he is employed. Details of regulations, including those relating to changes in the number of exemptions, are given on the back of the certificate. Notifications of changes need to be in the Comptroller's Office at least fifteen days before pay day for the changes to be effective for that pay day.

FACULTY PRIVILEGES AND SECURITY BENEFITS

Enrollment of Faculty Members in University Courses

The continued professional growth of the individual faculty member is of active concern to the University administration.

Subject to the restrictions of space and class enrollment and the approval of the instructor, a faculty member should feel free to attend on an informal basis any course in which he has an interest. Such attendance does not require any formal registration procedure, and no record will be kept.

The following regulations apply only in the case of a faculty member who wants a formal record of his enrollment in class.

Any full-time or any permanent part-time faculty member on at least a half-time basis who is contracted for nine months or more may enroll for one course, not to exceed 3 credit hours, per semester or summer session for academic credit or in official audit status with full waiver of regular tuition. Emeritus faculty members have the same privileges but may take more than one course. In the above cases, admission to the University in some status is required, and prescribed registration procedures are to be followed.

The waiver privilege applies also to non-credit courses but excludes correspondence and extension courses. Tuition waiver for special programs such as the Executive Program in the Anderson School of Business and Administrative Sciences shall be for no more than the normal tuition rate for regular University courses.

Enrollment of faculty members in credit or non-credit courses is subject to availability of space and facilities. In case it is necessary to limit or reduce the size of a class, persons receiving tuition waiver, with the exception of full-time instructors[1] working toward an advanced degree at the University, will have low priority. (See Employment Policy, paragraph 1.) As a general rule, full-time faculty members may not enroll for more than two courses (6 credit hours) per semester nor one course (3 credit hours) in summer session, including hours for which waiver of tuition is granted. An exception may be made in rare instances if the faculty member and the department chairman specifically agree in advance, with approval by the dean and the Vice President for Academic Affairs, that enrollment in more than two courses

[1] For the use of the title "Instructor," see footnote on page 54.

will not adversely affect the faculty member's performance in his regularly assigned duties.

Forms for making application for a tuition waiver are available in the faculty member's departmental office and are to be prepared in triplicate. Approval of the faculty member's dean (and the chairman in the case of colleges with departments) must be indicated on the form for acceptance by the cashier in lieu of the registration fee payment. (Emeritus faculty members may obtain the necessary forms and approval from the office of the University Secretary.) In the case of non-credit courses, the waiver privilege must also be approved by the Division of Continuing Education and Community Services, and the form is presented to that office instead of to the Cashier. When the form is signed in the dean's office, a carbon is to be sent to the Vice President for Academic Affairs.

Fellowships

The policy of the University is to encourage members of the faculty to apply for fellowship appointments whenever any are offered for which members would qualify. The Director of Research and Fellowship Services is the University's fellowship coordinator (for Fulbright and other international fellowships, see International Programs and Services Office) and is able to provide information on fellowship opportunities offered by the National Science Foundation, the Ford Foundation, and similar agencies.

Page revised 12/15/67, 9/1/68, 1/20/70, 11/1/72, 8/15/73, 7/1/74

Group Insurance

Four kinds of group insurance are available to the three categories of University employees listed below: life insurance, long-term disability insurance, personal accident insurance, and health and major medical insurance, all using the following standard eligibility definitions:

1. Academic Employees:	All full-time and one-half permanent part-time academic employees (excluding assistantships and other student categories) who are contracted for 9 months or more.
2. Staff Employees:	All permanent staff employees who regularly work at least 20 hours per week.
3. Retired Employees:	All academic or staff employees who have completed a minimum of 5 consecutive years of service with the University immediately prior to normal retirement and are insured under this plan at that time are eligible for Life Insurance and Health Care Insurance.

A faculty standing committee, the Retirement and Insurance Committee, keeps these matters under continuing study and makes periodic recommendations and reports to the University administration and the general faculty.

A summary of cost and coverage information is included below. More detailed information about these policies (including booklets on the health insurance and disability insurance plans) may be obtained from the Insurance Office. The same office handles applications for initiating, changing, or terminating policies.

A special professional liability insurance is available to doctors in the Student Health Center and to faculty members in the colleges of Nursing and Pharmacy. It is also available to members of the School of Medicine faculty who practice medicine and who supervise medical students and house officers in the course of their duties. Details concerning cost and coverage of this plan are also available at the Insurance Office.

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 5/1/71, 11/1/72, 8/15/73, 7/1/74, 7/1/75

LIFE INSURANCE

The University group life insurance program, underwritten by the Equitable Life Assurance Society, consists of two parts:

1. NON-CONTRIBUTORY (FREE) INSURANCE in the amount of $1,000 Life and $1,000 Accidental Death and Dismemberment (AD&D), for which the University pays the entire premium. Employees in the categories noted above are eligible for this coverage as soon as they are employed. The employee must, however, fill out an information card naming a beneficiary before coverage can be effected.

2. CONTRIBUTORY INSURANCE is also available for employees as noted above, the amount of coverage he is eligible to purchase being determined by his salary classification. If coverage is not completed within *31 days* of date of employment, suitable evidence of insurability is required. The coverages and premiums are indicated on the schedule below. The University pays a portion of the cost on this contributory insurance.

Upon death of the employee, benefits are payable to his beneficiary in a single sum or in installments as preferred. The beneficiary or method of payment may be changed at any time.

If, while insured, an employee becomes totally disabled before reaching the age of 60, his coverage may be continued at no cost as long as he remains totally disabled.

If an employee leaves the University, his insurance protection continues for 31 days, during which period he may convert his group insurance to Equitable Individual Life Insurance without medical examination by contacting the Equitable office in Albuquerque.

Accidental Death and Dismemberment (AD&D) insurance is payable in the event of death by accident or loss of sight or use of limbs.

To effect your insurance coverage, or for further information, go to the Insurance Office, 1717 Roma, NE.

Basic Annual Earnings		*Free Insurance*	*Contributory Insurance*	*Total*	*Monthly Contribution***
Under $5,000	Life:	$1,000	$ 8,000	$ 9,000	$3.10
	AD&D:	1,000	8,000	9,000	
$5,000 to	Life:	1,000	14,000	15,000	5.45
$6,999	AD&D	1,000	14,000	15,000	
$7,000 to	Life:	1,000	21,000	22,000	9.00
$9,999	AD&D	1,000	21,000	22,000	
$10,000 to	Life:	1,000	28,000	29,000	12.80
$13,999	AD&D:	1,000	28,000	29,000	
$14,000 to	Life:	1,000	30,000	31,000	13.80
$17,999	AD&D:	1,000	30,000	31,000	
$18,000	Life:	1,000	34,000	35,000	16.00
and over	AD&D:	1,000	34,000	35,000	

Individuals who become insured prior to retirement will have the following amounts of Group Life Insurance continued at retirement:

Basic Annual Earnings At Retirement	*Group Life**	*Monthly Contribution*
Less than $3,000	$3,000	$1.00
$3,000 but less than $5,000	4,000	1.50
$5,000 but less than $7,000	5,500	2.70
$7,000 but less than $9,000	7,000	3.60
$9,000 and over	8,000	4.20

* Includes $1,000 of non-contributory insurance paid for by the University.

**Rate structure reflects permanent full-time employee. See the Insurance Office for rate structure for employees working less than full time.

LONG-TERM DISABILITY INSURANCE

Long-term disability insurance, underwritten by the Mutual Benefit Life Insurance Company, is available to active employees in the categories noted on page 63 whose annual University salaries are $10,000 or more. There is an eligibility waiting period of one month for new employees.

Page revised 12/15/67, 9/1/68, 10/1/70, 5/1/71, 11/1/72, 8/15/73, 7/1/74, 7/1/75

Benefits:

The plan provides a benefit of 60% of monthly basic earnings up to a maximum benefit of $2,000 per month. After a waiting period of 180 days of disability, benefits for disability due to either sickness or accident are payable until age 65 or until capable of returning to active duty. Benefits are reduced by such other benefits as those from Social Security, Workmen's Compensation, the New Mexico Educational Retirement Act, or any life, accident and health, or pension plan sponsored by the employer which may provide disability benefits.

Cost:

The cost is 30 cents per $100 of monthly salary up to a maximum salary of $3,333 per month. *Please consult the Insurance Office, 1717 Roma NE, for additional details.*

PERSONAL ACCIDENT INSURANCE

Additional Accidental Death and Dismemberment Insurance, underwritten by the Continental Casualty Company, is available to active employees in the categories noted on page 63. Full-time employees are eligible for this insurance, without medical examination. Changes to individual policies in force, except for termination and for adding new dependents, can be made only during the month of October, with changes becoming effective the following November 1.

Benefit Structure:

A. Employee may select any amount of insurance in increments of $10,000 to a maximum of $150,000, but not to exceed 10 times his annual University salary.
B. Spouse coverage is 70% of the employee's coverage, if no children.
C. Spouse with children is limited to 50% of the employee's indemnity with 10% for each dependent child.
D. Employee with child(ren) only, each child will be insured for 10% of employee's coverage.

Rate Structure:

A. Employee Only—$0.45 per $10,000 of coverage per month.
B. Employee and Spouse Only—$0.70 per $10,000 of eligible employee's coverage. Rate includes all employee and dependent coverage.
C. Employee, Spouse with Children—$0.70 per $10,000 of eligible employee's coverage. Rate includes all employee and dependent coverage.
D. Employee with child(ren) only, $0.55 per $10,000 of employee's coverage.

HEALTH AND MAJOR MEDICAL INSURANCE

(A booklet with more complete information may be obtained from the Insurance Office)

The University's Health and Major Medical Expense Insurance is underwritten by the Equitable Life Assurance Society of the United States.

Eligibility:

See definition on page 63.

Cost*:

For employee, $7.88 per month. (Additionally, the University contributes $18.00 per month.)

For employee and dependent, $19.50 per month; for employee and two or more dependents, $30.12 per month. (Additionally, the University contributes $30.00 per month.)

---

*Rate structure reflects permanent full-time employee. See the Insurance Office for rate structure for employees working less than full time.

Application:

If insurance coverage is not completed within *31 days* of date of employment, a statement of health is required by Equitable.

Features of the Plan:

1. **Schedule of Benefits:**

Maximum Benefit

Under Age 65 . . . . . $250,000

Age 65 or Over . . . . . $ 25,000

Deductible Amount Per Calendar Year $50.00

If during a calendar year three members of the same family individually satisfy the cash deductible amount, then on or after the date the third family member satisfies the deductible amount, no cash deductible will be applied to charges incurred by any additional family member during the remainder of such calendar year.

After the Deductible Plan Pays . . . . . 80% of Covered Medical Expenses.

Private Room Covered Charge Limit . . . . Up to Hospital's average charge for semi-private accommodations.

Extended Care Benefits . . . Up to 100 days (See *"Nursing Home Benefits"*)

Separate Maternity Benefits . . . . . Up to $400.

2. **Covered Charges:** Covered charges are those which may be used to satisfy the deductible and for which reimbursement is made. These charges must be incurred as the result of an accidental injury or sickness not connected with employment and include *only the regular and customary charges* for the services, supplies and treatment furnished.

a. A legally constituted and operated hospital's charges for services except any private room charges over the Private Room Limit shown in the Schedule of Benefits,
b. Charges made by a legally qualified physician for diagnosis, treatment and surgery,
c. Private duty nursing service charges of a Registered Nurse (R.N.),
d. Charges for local ambulance service, equipment, appliances, x-ray services, laboratory tests, oxygen, physiotherapy, and the use of radium, radioactive isotopes and iron lung,
e. Charges for drugs and medicines requiring a written prescription,
f. Oral surgery charges by a Doctor of Dental Surgery (D.D.S.) for cutting procedures for the treatment of diseases or injuries of the jaw or the extraction of impacted teeth, if performed while the insured person is confined in a hospital for at least 18 hours,
g. Charges in connection with the following complications of pregnancy: Caesarean Section performed six months or more after the inception of pregnancy; surgical operations for extra-uterine pregnancy or for other complications requiring intra-abdominal surgery after termination of pregnancy; pernicious vomiting of pregnancy (hyperemesis gravidarum); toxemia with convulsions (eclampsia of pregnancy). In determining the Deductible Amount and benefits, charges due solely to the complication will be considered.

3. **Not Covered:** Covered Charges shall not include expenses:

a. for services, supplies and treatment unless prescribed as necessary by a legally qualified physician or by a Doctor of Dental Surgery as indicated for oral surgery while confined in a hospital,
b. incurred in a Federal hospital or on account of war,
c. for eye refractions or the fitting or cost of eyeglasses and hearing aids . . . for transportation (except local ambulance service) . . . for

health examinations unless in connection with accidental injury or sickness . . . for dental work (except as indicated for oral surgery or because of accidental injury to sound natural teeth while insured),

d. for contraceptive devices (except for the insertion of intra-uterine devices) or contraceptive drugs, regardless of purpose,
e. incurred in connection with psychiatric treatment while not hospital confined,
f. incurred in connection with diagnosis and care of dislocations of vertebrae or subluxations or misplacements of vertebrae, except when such treatment requires the administration of a general anesthesia, an open cutting operation or confinement to a hospital,
g. incurred in a Nursing Home—Extended Care Facility used primarily as a rest facility or a facility for the aged, drug addicts, alcoholics or one providing primarily custodial or educational care.

4. **Nursing Home-Extended Care Benefits:** In addition to the other covered charges payable for services, supplies and treatment under the Health Care Plan, covered charges will also include a nursing home's charge for room and board during the first 100 days of any one period of confinement. Reimbursement is provided up to the co-insurance percent of the plan (80%) times 50% of the average room and board charge for semi-private accommodations made by the Hospital in which the patient was confined prior to the nursing home confinement.

Confinement must be within 14 days following a hospital confinement of 3 or more days during which the hospital's charges are "covered."

Nursing home charges must be for the same or related causes as the charges for hospital confinement and must be recommended by a legally qualified physician who is the patient's attending physician.

Successive periods of nursing home confinement which are due to the same or related causes are considered one period of confinement unless separated by more than fourteen consecutive days during which the insured was neither confined in a hospital or nursing home, nor under twenty-four hour nursing care.

5. **Maternity Benefits:** Benefits are payable if a female employee, who insures her husband as a dependent, or a dependent wife incurs Covered Charges because of pregnancy.

Covered Charges are payable up to a maximum of $400.

No benefits are payable for charges incurred because of pregnancy within 9 months after the date the employee insures his wife or the female employee insures her husband as a dependent. Benefits are not payable for services, supplies, or treatment unless prescribed by a legally qualified physician or for charges incurred in a Federal Hospital or for transportation except local ambulance service.

If a female employee who insures her husband as a dependent, or a dependent wife has insurance terminate for any cause, and she is pregnant on such date of termination, Maternity Benefits will be payable as if her insurance had not terminated, during the 9 months following such termination.

These benefits are payable without the application of the Deductible or Co-Insurance Factor.

6. **Reinstatement of Maximum Benefit:** After you receive benefits under the plan, there are two methods by which the full maximum of $250,000 may be reinstated:

a. If on any January 1 prior to termination of your insurance the amount of benefits available is less than $250,000, an amount up to $1,000 will automatically be reinstated, without evidence of insurability, until the full maximum is attained or,

b. When a minimum of $1,000 of benefits has been received by an insured individual, any amount necessary to attain the full maximum may be reinstated upon receipt by the Equitable of satisfactory medical evidence of insurability.

Reinstatement of benefits applies only to under age 65 Maximum Benefit.

7. **Conversion Privilege**: Your Comprehensive Health Care Benefits are terminated if you leave employment. At that time an individual policy of basic Hospital and Surgical Insurance may be applied for without submitting evidence of insurability. You must be insured under the University's plan for 3 months and such application must be made to the Equitable and the first premium paid within 31 days after termination of insurance. For complete information, secure a Conversion Form from the University Insurance Office.

8. **Coverage after age 65**: Active and retired employees and their dependents have their premiums reduced after their 65th birthday, at which point they are eligible for the hospital and medical provisions under Medicare. At the same time, the Equitable maximum is reduced to $25,000, with protection retained only in those areas not covered by Medicare.

9. **Coverage for employees who retire before the age of 65**: Consult UNM Insurance Office for full details.

LOVELACE-BATAAN HEALTH PROGRAM

(A booklet with more complete information may be obtained from the Insurance Office)

Eligibility: See definition on Page 63.

Cost*:

For employee, $8.88 per month. (Additionally, the University contributes $18.00 per month.)

For employee with dependents, $24.74 per month; for employee with two or more dependents, $45.92 per month. (Additionally, the University contributes $30.00 per month.)

Application:

If insurance coverage is not completed within 31 days of date of employment, the employee must wait until open enrollment in November, with effective date January 1.

Features of the Plan:

In the Lovelace-Bataan Medical Center (or from Participating Provider):

Physician office visits	$2.00 per visit
Physical exams when medically indicated	$2.00 per visit
Specified vision and hearing care	$2.00 per visit
Laboratory and X-ray	No charge

*Rate structure reflects permanent full-time employee. See the Insurance Office for rate structure for employees working less than full time.

Outpatient Services:

Physical therapy when prescribed . . . . . $2.00 per visit

Prescribed medications
administered to Members as outpatients . . . . . No charge
purchased by Members
as outpatients . . . . . $2.00 per prescription or refill

Allergy test and test materials . . . . . $2.00 per visit

Allergy treatment . . . . . $2.00 per treatment

Emergency room services . . . . . $5.00 per visit

Inpatient Services (365 days per injury or illness when medically necessary):

Physician and Surgeon services including
operations and specialists' consultation . . . . . No charge

Room and board in semi-private accommodations;
also private room, intensive care and coronary
care when medically necessary—use of operating
room, anesthesia, general nursing . . . . . No charge

Blood and Blood Derivatives
No charge for first 3 pints if replaced on 3-for-1-basis;
additional pints covered.

Laboratory and X-ray . . . . . No charge

Medications and drugs . . . . . No charge

Ambulance service when medically necessary . . . . . No charge

Maternity Care (after appropriate waiting period):

All physician and hospital services, including prenatal
and postnatal care, laboratory
tests . . . . . $250 maximum charge

Psychiatric Care:

Inpatient services (30 days per calendar year) . . . . . No charge

Outpatient services (coverage provided for 20 visits per year)
For first 3 visits . . . . . No charge
4th-20th visits . . . . . $20.00 maximum benefit

In Ridgecrest Manor Progressive Care Center—Convalescent Services (365 days per injury or illness when medically necessary):

Physician services . . . . . No charge

Skilled nursing care and related service . . . . . No charge

Room and board . . . . . No charge

Laboratory and X-ray . . . . . No charge

Home Care:

Physician house calls when medically necessary $5.00

Prescribed home nursing care . . . . . No charge

Specified durable equipment, appliances and
prosthetic devices . . . . . No charge

Emergency Care in Non-Program Facilities:

Within service area (40 mile radius from Lovelace-Bataan Medical Center): Services are covered only if the delay in transfer to the Lovelace-Bataan Medical Center might have jeopardized the Member's health, or if the Member is unconscious. The Health Program must be notified within 48 hours of such treatment.

Outside service area: You are covered for 80% of licensed physician and hospital charges up to $10,000 for each emergency illness or injury anywhere in the world. The Health Program must be notified within 48 hours of such treatment.

Exclusions and Limitations:

Not covered are conditions which are covered by State or Federal Programs such as Workmen's Compensation Laws or Occupational Disease Laws and Military Service Connected Disabilities. Also, not covered are experimental procedures, kidney dialysis and transplants,* and corneal transplants.

Excluded are physical exams for employment, licensing, marriage, camp, insurance and school.

Excluded are refractions, eyeglasses, contact lenses, hearing aids, and the fitting thereof.

Dental care is not covered.

---

*Effective July 1, 1973 all U.S. citizens requiring kidney dialysis, transplants and other specified health care will be eligible for coverage under Title XVIII (Medicare).

MASTERCARE (PRESBYTERIAN AND ST. JOSEPH HOSPITAL)

(A booklet with more complete information may be obtained from the Insurance Office)

Eligibility: See definition on page 63.

Cost

For employee, $11.84 per month. (Additionally, the University contributes $18.00 per month.)

For employee with one dependent, $34.38 per month; for an employee with two or more dependents, $53.41 per month. (Additionally, the University contributes $30.00 per month.)

Application:

If insurance coverage is not completed within 31 days of date of employment, the employee must wait until open enrollment in November, with effective date January 1.

Features of the Plan (medical and hospital services within MASTERCARE service area):

In the Doctor's Office (diagnosis and treatment, specialist's care, continued care for chronic conditions, physical checkups):

Doctor's office visits—no limit on number of visits	$2.00 per visit
Laboratory tests, X-ray, X-ray therapy	No charge
Casts and dressings	No charge
Physical therapy	No charge
Injections, specified immunizations, administered drugs and medications	No charge

In the Hospital (365 days per illness or injury):

Room and board—includes intensive care, coronary care and private room when medically necessary	No charge
Physicians' and surgeons' services, including operations	No charge
Blood transfusions, use of operating room	No charge
Emergency room services	$6.00 per visit
Drugs and medications, injections, special duty nursing when prescribed	No charge
X-ray, X-ray therapy, laboratory tests, physical therapy, dressings and casts	No charge

Extended Care (120 days per year):

Room and board in extended care facility, including laboratory tests, physical therapy, drugs and medications, physicians' services, and skilled nursing care . . . . . No charge

At Home:

Doctor's house calls . . . . . $5.00 per visit

Prescribed home nursing care . . . . . No charge

Use of wheelchair, hospital bed, cane, crutches, whirlpool bath and other durable equipment and appliances when prescribed by physician . . . . . No charge

Maternity Care (normal or interrupted pregnancy and any complications):

Doctor care—all physician services for mother before, during and after confinement and all physician services for newborn while in the hospital;

Hospital care—all hospital services for mother and child . . . . . $250 maximum charge

Other Benefits:

Prescribed drugs and medications:

Single coverage . . . . . $20.00 deductible

Dependent coverage . . . . . $50.00 deductible

NOTE: Copayments for physician services will be billed and collected by the Plan on a quarterly basis. Copayments for hospital services (including the Maternity copayment) will be collected by the hospital at the time of service.

Emergency Care:

In case of a medical emergency, covered benefits will be provided in a non-Plan facility located in the area served by MASTERCARE provided you had no control over where you were taken or your condition was so critical that time did not permit your coming to a PLAN facility for treatment.

Care Outside of the Service Area:

If you or members of your family require care for emergency illness or accidental injury while more than 35 miles from the nearest Plan medical facility, MASTERCARE will pay 80% of the cost of such care within the terms of the Plan up to $10,000. This allowance is for medical and hospital expenses incurred before the condition permits travel to the nearest MASTERCARE medical facility. Coverage includes air or land ambulance within the continental United States.

Exclusions:

The following conditions are excluded from coverage under the Plan: custodial, domiciliary or convalescent care except as specifically provided; conditions covered by Workmen's Compensation Laws or Occupational Disease Laws or care available from or through any governmental program or agency, including the Veterans' Administration; care desired by members which is not medically necessary and appropriate for either the maintenance of good health or the treatment of injury or disease; all cosmetic care including but not limited to surgery which is performed in whole or in part for cosmetic reasons unless made necessary as the result of traumatic injury and performed within one year of the date of injury; corrective appliances and artificial aids except as specifically provided; organ transplants except kidney and corneal transplants; conditions beyond the control of the Plan which limit the Plan's capacity to provide services such as major disasters and epidemics; experimental procedures.

Housing for Faculty

Approximately thirty homes, each built on University land according to provisions of a long-term lease, are privately owned, principally by members of the faculty. These homes are located on the northern border of the central campus and all are currently occupied. In the event of a vacancy, however, members of the faculty and staff have the first opportunity to buy, and only after their failure to purchase is the house put on the open market.

Except for the above dwellings and the special provision regarding their sale, the University of New Mexico does not provide faculty housing. The City of Albuquerque, however, offers a wide selection of houses for either rental or purchase.

The University Housing Office maintains a list of available housing which faculty members may consult, and notices of sale or rental properties are frequently posted on University bulletin boards. Since the University neither inspects nor officially approves units on such housing lists, faculty members should do their own investigating and selecting. Housing contractual agreements are between renter or buyer and landlord or owner. That is, the Housing Office does not act as an agent in either case.

Leave Policies and Faculty Absence from Assigned Duties

(Approved by Regents, 3/14/74)

Following are the University's policies relative to leave and other absence from assigned duties:

Sabbatical Leave

1. The principle of sabbatical leave has been approved by the Faculty and the Regents of the University as a basic policy. Its main purpose is to encourage professional growth and increased competence among faculty members by subsidizing significant research, creative work, or some other program of study which is judged to be of equivalent value.

2. The plan provides several options of sabbatical leave for service in the University under certain conditions enumerated below. It is understood, however, that such leave will not be granted automatically upon the expiration of the necessary period of service. Rather, the faculty member shall present, as part of the application, evidence of recent sound research, creative activity, or other academic achievement, including publications, to support the program of work which is planned for the sabbatical period. Also, this program shall give reasonable promise of accomplishing the major purpose of the leave, cited in item (1) above. Sabbatical leave will not be granted to subsidize graduate work or work on advanced degrees.

3. Sabbatical leaves will be approved by the Regents only with the clear understanding that the faculty member will at the completion of the sabbatical return to the University for a period of service at least as long as the duration of the leave.

4. One-semester leaves ordinarily shall be taken in Semester II when loads and enrollments are lighter.

5. As a general rule, the regular staff of the department concerned will be expected to absorb the teaching load of the individual on leave, and the departmental chairman (or the dean in non-departmentalized colleges) shall present with each recommendation for sabbatical a statement of the planning in this regard. A department may, for example, decide to alternate courses or to cancel certain offerings. Further, it is expected that the department shall prepare its program over a period of years so that essential courses need not be neglected because of the temporary absence of a member of the staff.

6. It will be necessary for the administration to place a practicable limit on the number of sabbaticals granted in any one department for any one semester or academic year.

7. Other conditions having been fulfilled, it is general practice that requests for leave be considered on the basis of length of service.

8. *Submission of application:* A sufficient number of copies of the faculty member's application, the approval of the departmental chairman and college dean, and the statement of departmental or college plans referred to in item 4 shall be prepared so that the original and two copies may be sent by the dean to the Vice President for Academic Affairs. For a leave commencing in Semester I, such material must reach the Vice President by the preceding February 1; for a leave commencing with Semester II, by the preceding October 1. The Vice President for Academic Affairs submits all pertinent material to the Committee on Academic Freedom and Tenure, and upon receiving the recommendation of this committee, forwards the material, together with his/her own recommendation to the President. If the President approves, his/her recommendation is forwarded to the Regents for final approval. If at any stage, the recommendation of the Committee on Academic Freedom and Tenure is not followed, the sabbatical application shall be returned to the Committee with a statement of reasons for the failure to accept its recommendation. After reconsideration, the Committee shall make its final recommendation.

9. Sabbatical leave is available under the following four options[1] to any faculty member with tenure or to any faculty member in the last year of the probationary period for whom a favorable decision has been reached with regard to tenure. Those options should be discussed with the departmental chairman, and the application should indicate the option desired. *After any period of at least three years of full-time service at the University of New Mexico:*

1. One semester at 2/3 salary for that semester.

After any period of at least six years of full-time service at the University of New Mexico without a sabbatical:

2. One semester at no reduction in annual salary.
3. One full academic year at 2/3 salary.
4. Semester II of one year and Semester I of the following year, at 1/3 annual salary for each semester of leave.

10. See item 2 under Statement of Policy Concerning Leaves Without Pay for length of sabbatical or combination of sabbatical and leave without pay.

11. Time toward each new sabbatical begins immediately after return to full-time service regardless of the semester of return.

12. Sabbatical leave is counted toward retirement. While a person is on sabbatical leave, the University will continue to pay its share toward retirement, group insurance, and Social Security benefits.

---

[1] When a faculty member is employed on a continuing basis on a 12-months' contract, sabbatical leave options can be translated from "semester" to "6-months' period" and from "academic year" to "12-months' period."

13. Upon returning to the University, every faculty member granted a sabbatical leave shall submit promptly to the Vice President for Academic Affairs, with copies to department chairman and dean, a full report of the research, creative work, publications, or other results of the period of leave. The report is to be submitted to the Vice President in duplicate, one copy for deposit in the faculty member's personnel file and the other for the records of the Committee on Academic Freedom and Tenure.

Leave Without Pay

Any full-time member of the faculty on regular (i.e., not temporary) appointment as instructor or above is eligible for leave of absence without pay (see following sections for leaves abroad and military leaves) after two years of service at the University of New Mexico, subject to the following stipulations:

1. Leaves without pay will be granted only when in the opinion of appropriate officials at the University such a leave will be of distinct benefit to this institution as well as to the individual concerned.

2. A leave without pay or any combination of a sabbatical leave and a leave without pay will not generally exceed one year in duration, although when the best interests of the University would be so served and with the concurrence of the department chairman, the dean, the Vice President for Health Sciences when faculty members in the health sciences are involved, and the Vice President for Academic Affairs, the President may recommend a two-year absence to the Regents. However, except in extremely rare cases, as recommended by the President to the Regents, a faculty member shall not be absent from the University for more than two of any five consecutive years, and it is not contemplated that even such a proportion of absence shall be the norm.

3. Leaves without pay will not normally be granted to persons wishing to accept a "regular" teaching or administrative position at another institution or agency, with the apparent option of continuing on a permanent basis at that institution or of returning to the University on a continuing basis. Such an arrangement usually puts the institution at a considerable disadvantage, since it would be required to keep the position here open on a temporary basis until the person on leave returns or decides not to return to the University.

4. Before the leave without pay is approved, the department chairman and/or the dean concerned must have agreed that the assignments usually carried out by the person requesting the leave may and will be carried out satisfactorily by others—normally including one or more temporary employees from the outside—without any extra cost to the University.

5. It is to be understood that if a faculty member has not attained permanent tenure, a leave of absence without pay may extend the probationary period. The running of the probationary period shall be suspended when a faculty member is on leave of absence for work on an advanced degree; it may be suspended in cases where an absence from campus would demonstrably interfere with the proper evaluation of the member's progress toward permanent tenure in the opinion of the dean and a majority of the tenured members of the department.

6. Leave of absence without pay is not counted toward retirement or toward years of service when figuring seniority for promotion. While a faculty member is on leave without pay, the University will not continue to pay its share toward retirement or Social Security benefits. If desired, however, the faculty member may make his/her contribution toward group insurance and thereby keep the policy in force.

7. Requests for leaves of absence without pay or any combination of a leave without pay and a sabbatical leave, as described in item 2, should be submitted through the applicant's department chairman to the dean as early as possible, but no later than four months in advance of the date the proposed leave will begin. The dean forwards the request with his/her recommendation to the Vice President for Academic Affairs who in turn submits all pertinent material to the President with his/her recommendations; and if the President approves, the request is forwarded with his/her recommendation to the Regents for final approval.

Leave for Service Abroad

1. General Statement. Since the end of World War II colleges and universities have recognized their responsibility for providing educational leadership to the developing countries of the world. They have particularly met their responsibility by releasing competent faculty members for a term of service on education projects abroad. Such leaves for service abroad are sufficiently different from sabbatical leaves and other leaves of absence to merit a different set of policies.

2. Eligibility. After two years of service at the University, any full-time member of the faculty on regular appointment (i.e., not temporary) as an instructor or above is eligible for a leave without pay for such service abroad.

3. Length of Leave. The leave for service abroad is usually longer than the sabbatical in that at least two years of service are normally required. The longer period is necessary since the first year abroad is primarily one of learning and cultural adjustment. A second year is usually required for productive work. Therefore leaves of up to two years may be granted. Requests for leaves and third-year extensions must be judged on their individual merits. Applications shall be submitted pursuant to the procedures set out in paragraph 8 under Sabbatical Leave.

4. Assignment of Duties Upon Return. Upon his/her scheduled return to the University, the faculty member shall be assigned to the same position that was left, or one that is comparable, bearing in mind the member's seniority and special competencies.

5. Determination of Salary and Rank upon Return. Work done while on leave for service abroad shall be considered in determining the rank and salary that the faculty member shall receive upon returning. The normal advancement of the faculty member will not be interrupted by reason of the leave for service abroad. However, it is understood that if a faculty member has not attained permanent tenure, the leave for service abroad automatically extends the probationary period by the length of time consumed by the leave.

Military Leave of Absence

1. Any full-time member of the faculty on regular (i.e., not temporary) appointment as instructor or above is eligible for Military Leave of Absence upon presentation of official military orders indicating that he (she) is entering active military duty.

2. When a Military Leave of Absence is granted for active duty for training or local emergency during the period of a regular contract (whether

nine-, ten-, or twelve-months'), the University will continue to pay the faculty member's salary, uninterrupted, up to a maximum of 15 calendar days per calendar year (see 9-9-10 New Mexico Statutes Annotated, 1953 Compilation). When a Military Leave of Absence is granted for active duty other than annual duty for training or local emergency, such leave is without pay. Unless called to active duty for a "local emergency," faculty may not receive Military Leave of Absence with pay during the period of a summer session supplemental contract.

Faculty Absence from Assigned Duties

It is expected that each faculty member will meet regularly assigned classes, scheduled examinations, posted office hours, and other assigned duties and commitments. It is recognized, however, that occasional brief absence because of illness, accident, or family crisis may be necessary, and each faculty member shall make suitable arrangements in the event of such absence, including the notification of the students, and shall inform the department chairman* to assist in making such arrangements. Since only the individual faculty member can provide the essential continuity and in many cases the expertise in a given course, the use of substitutes for brief absences should generally be avoided.

Sick Leave

In cases of illness or injury requiring an extended absence—defined here as a period exceeding ten (10) working days—the President may approve an extended sick leave with pay up to a maximum of six (6) months for those full-time faculty members who have had six (6) or more years of continuous service at the University and who have not had an extended sick leave during their last six (6) years of service. For those who have been at the University less than six (6) years or who have been granted extended sick leave during their last six (6) years of service, the length of the requested sick leave will be reduced accordingly.

In cases where the duties missed due to illness or injury cannot be assumed by others without the expenditure of funds not budgeted to the department or college, the department chairman* will report the matter to the college dean who in turn will consult with the Vice President for Academic Affairs for resolution.

Maternity Leave

Maternity leave will be granted on the same basis and under the same provisions as for sick leave described above—21 working days per consecutive year of employment, up to a maximum eligibility of 126 working days.

Professional Leave

It is also recognized that a faculty member's absence for attendance at professional meetings or to fulfill other professional obligations may be considered by the department chairman* to be of sufficient importance to justify absence from assigned duties. In any such instance, the request must be made well in advance and must have the approval of the department chairman*; here again it is the faculty member's obligation to make suitable arrangements for covering the absence. (See also Participation in Learned Societies, page 66A of *Faculty Handbook*.)

In order to assure compliance with Laws of 1971, ch. 228 (introduced as House Bill 327), it is the responsibility of each department chairman* to be prepared to report on any faculty absence from regularly assigned classes, scheduled examinations, posted office hours, or other assigned duties or commitments.

---

*Or director of an academic division or dean in colleges without departments.

Leave of Absence Incident to Political Activity

(The following is excerpted from the *Faculty Handbook* section entitled, "Political Activities of UNM Faculty")

> 5. A leave of absence incident to political activity should come under the University's normal rules and regulations for leaves of absence. Such a leave should not affect unfavorably the tenure status of a faculty member, except that time spent on such leave from academic duties need not count as probationary service. The terms of a leave and its effect on the professor's status should be set forth in writing.

Participation in Learned Societies

Learned societies provide a valuable means of communication among scholars, and members of the faculty are encouraged to join such organizations and to participate actively in their programs. Because of state regulations and budgetary limitations, the University cannot underwrite all costs involved in these activities, but it is usually possible to reimburse most of the expenses of travel to national and regional scholarly meetings for faculty members who are reading papers or hold office in the society. Tourist-class air fare is reimbursed, as is mileage by car, if the cost is no greater than air-tourist fare. An explanation of the computation of per diem expenses, when provided, may be obtained from the faculty member's departmental office. For procedures in applying for the type of assistance outlined above, see *Travel Funds*.

Political Activities of UNM Faculty

1. The college or university faculty member is a citizen and, like other citizens, should be free to engage in political activities so far as he is able to do so consistent with his obligations as a teacher and scholar.

2. Many kinds of political activity (e.g., holding part-time office in a political party, seeking election to any office under circumstances that do not require extensive campaigning, or serving by appointment or election in a part-time political office) are consistent with effective service as a member of a faculty. Other kinds of political activity (e.g., intensive campaigning for elective office, serving in a state legislature, or serving a limited term in a full-time position) may require that the professor seek a leave of absence from the University.

3. In recognition of the legitimacy and social importance of political activity by faculty members, the University should provide institutional arrangements to permit it, similar to those applicable to other public or private extramural service. Such arrangements may include the reduction of the faculty member's workload or a leave of absence for the duration of an election campaign or a term of office, accompanied by equitable adjustment of compensation when necessary.

4. A faculty member seeking leave should recognize that he has a primary obligation to the University and to his growth as an educator and scholar, and he should be mindful of the problem which a leave of absence can create for his administration, his colleagues, and his students. If adjustments in his favor are made, such as a reduction of workload, he should

expect them to be limited to a reasonable period. A leave of absence should be sought by anyone who becomes or anticipates becoming overly committed to either a major political campaign, an appointive post in an agency of government, an elective position in public office, or to any political activity which results in interference with his University function. Such leave should not be automatic and should be governed by the priority needs and considerations of the department, school, college, or division concerned.

5. A leave of absence incident to political activity should come under the University's normal rules and regulations for leaves of absence. Such a leave should not affect unfavorably the tenure status of a faculty member, except that time spent on such leave from academic duties need not count as probationary service. The terms of a leave and its effect on the professor's status should be set forth in writing.

6. All such activity, except that *clearly* of a consultative nature or under contract through the University *and* which is *directly* in the field or fields of one's professional competencies, should be entirely disassociated from one's University relationship. By this is meant that one should not create the impression that he is acting either for, in behalf of, or with the approval of the University rather than as an individual citizen. Also, care should be taken not to use University supplies, postage, or clerical time for such activities.

7. An advisory opinion may be requested from the Academic Freedom and Tenure Committee about the meaning or application of this policy.

Approved by Faculty: April, 1970
Approved by Regents: September, 1970

Retirement

The University's retirement coverage is under the New Mexico Educational Retirement system which is administered by the New Mexico Educational Retirement Board. A faculty standing committee, the Retirement and Insurance Committee, keeps University employees informed concerning the system and any proposed changes.

A summary of costs, benefits, and options is here included. More detailed information (including a booklet published by the Educational Retirement Board) may be obtained from the Insurance Office. This same office handles applications for retirement and other matters pertaining to selection of options and the like.

RETIREMENT

(Booklets printed by the New Mexico Educational Retirement Board are updated as legislative amendments occur and are available at the University's Insurance Office.)

The University is covered under the New Mexico Educational Retirement system which became effective July 1, 1957. (1959, 1963, 1965, 1967, 1971, 1973, 1974, and 1975 amendments to the Act are taken into account.)

Coverage:

Mandatory for all newly employed (full-time or part-time) faculty and staff employees.

Contributions:

University: 6.5% of salary

Employee: 5.5% of salary, effective July 1, 1974

Employee contributions are refunded with interest on deposits after July 1, 1971, to those who leave employment covered under the New Mexico Educational Retirement Act. In the case of death before retirement, the refund carries interest on all deposits. See also optional survivor's benefit under *Benefits.* (Refunds are not automatic; forms are available at the Insurance Office.)

Eligibility, according to state law: Effective July 1, 1974, employees are eligible to retire when age and years of earned service credit equal the sum of 75. There is also the right to retire at age 65 with a minimum of 5 years of earned service credit or, before age 60, with 35 years of service, with a benefit equivalent to that at age 60. (See also the section below on *Retirement options.*)

Application for retirement: By rule of the Regents, any faculty member who is legally eligible for retirement (see above) shall be automatically retired at age 65 (i.e., at the end of the fiscal year—June 30—in which the 65th birthday occurs) unless otherwise specially directed by the Regents. Prospective retirees are urged to visit the Personnel Office, 1717 Roma NE, no later than February 1 of their retirement year relative to filing the necessary benefit application form with the Educational Retirement Board in Santa Fe.

Deferred Retirement: A person leaving the employ of the University with 15 or more years of earned service credit who has not yet reached the minimum retirement age may request that he receive retirement benefits starting at age 60. A person leaving the employ of the University with 5 or more but less than 15 years of earned service credit may request that he receive retirement benefits starting at age 65.

Benefits: Benefits are figured on the basis of the average salary over the last five years of service *or* over the five consecutive years of highest

Page revised 12/15/67, 1/20/70, 5/1/71, 10/1/71, 7/1/74, 7/1/75

salary, whichever is higher. For retirement after age 60, the formula provides 2% of such average salary multiplied by the years of earned and allowed service credit after July 1, 1957, plus 1.5% of such average salary multiplied by years of service before July 1, 1957. Since the benefit is based on the last five years *or* on the five best consecutive years, the faculty member will wish to give careful consideration to any interruption of service (such as leave without pay) during periods of anticipated high salary. For those who expect to use the last five years' salary, similar care must be taken in regard to a reduction in salary during these years (as might come about in a sabbatical leave with reduction in pay).

Military Service Credit: To obtain retirement credit for military service—either non-contributory for military service which interrupted New Mexico employment or purchased with respect to military service when employed elsewhere—see the Insurance Office.

Early retirement: For someone retiring before age 60, the benefit determined in the preceding paragraph will be reduced by 1.2% for each ¼ year of age under 60.

Retirement options: *(A person who completes 10 years of service—or 5 years at age 65—should consult the Insurance Office AT ONCE if he wishes to select an option for survivor benefits. Forms for selecting an option are available in that office. If an option is not selected, the survivor would receive ONLY the employee's contribution upon the death of the employee. Any selection of an option, however, is irrevocable except in case of death of the beneficiary or divorce from the beneficiary.)*

The calculation described for the retirement benefit is expressed as a single life annuity which ceases with the death of the annuitant. Most people will prefer a smaller benefit under one of the following options:

B. Reduced annuity providing that upon death of the annuitant the same annuity shall continue for his beneficiary.

C. Reduced annuity providing that upon death of the annuitant one half the annuity will continue for the beneficiary.

Exempt Employment—Buy Back: One of the amendments to the Educational Retirement Act, which was adopted by the Legislature, will permit Provisional members, who are covered under Educational Retirement, but who had an exempt period of employment, to acquire service credit for the exempt period.

Requests to Buy Back should be made to the Payroll Department, Scholes Hall.

This new law became effective June 15, 1975, and will expire June 30, 1978.

Re-employment following retirement: It is possible for a person who is eligible for retirement to retire, select one of the options outlined above, and subsequently become re-employed. In case of death during the period of re-employment, a person who selected option B or C shall be considered to have been retired on the day preceding death, and the benefits due the surviving beneficiary shall be computed as of that date and commenced on date of death.

Disability: Members may be retired for disability after 10 years of service in New Mexico. The annual disability benefit shall be 1½% of the member's average annual salary (determined as above), multiplied by the number of years of the member's total service credit, with the provision that additional years, calculated in nearest calendar quarters, from the effective date of the member's disability benefit to the date on which the member will become 60, shall, if necessary, be added to the member's actual years of service credit in a number sufficient to provide an annual benefit of up to one-third of the member's average annual salary.

Page revised 12/15/67, 1/20/70, 7/1/74, 7/1/75

Social Security

All University employees (except student help) are subject to social security deductions from their salaries according to the schedule currently defined in the social security law. Upon starting employment, each such person furnishes his social security number to the University on the Withholding Exemption Certificate.

The social security payment is presently 5.85 per cent of the first $14,100 of annual salary. Another 5.85 per cent is paid by the University.

Special Admission Rates for Athletic and Fine-Arts Events

Members of the faculty employed ¼ time or more receive special admission rates for certain athletic and fine-arts events. Special rates are offered, for instance, for season tickets to the four major productions presented each year by the Department of Theatre Arts as well as for all Popejoy Hall programs. Season tickets for football and basketball games may be purchased at half the listed season ticket price. Each faculty member may buy two football and two basketball season tickets at this half-price rate. For other athletic events, such as track, swimming, wrestling, etc., the faculty member—but not his guests—will be admitted free on presentation of his identification card at the gate. This practice is limited, however, to regular season meets; no special rates can be offered for any all-conference or post-season meets in these sports.

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 5/1/71, 11/1/72, 8/15/73, 7/1/74, 7/1/75

Tax Deferred Annuities

Members of the faculty and other employees of the University are permitted by the Regents to enter into contracts for tax-deferred annuities. A faculty member may request the University to reduce his salary to a limited extent, the excluded amount being placed in an annuity. He will thus postpone paying a portion of his federal income tax until retirement when his total income will normally be reduced and his tax bracket will be lower. Application for such an annuity is made in the Payroll Department.

If a faculty member is currently insured with Teachers' Insurance and Annuity Association (T.I.A.A.), either under a personal policy or through a group policy from another institution, he may elect to convert this policy to a tax-deferred annuity, with a split, if he desires, between T.I.A.A. and C.R.E.F. The University's Payroll Department will make the necessary arrangements.

Travel Funds

Trips by faculty members for which reimbursement may be obtained are divided into three types: out-of-state on appropriated funds, in-state on appropriated funds, and agency-supported. For complete instructions, see the Comptroller's directive on travel policies and procedures which should be on file in each departmental office.

Out-of-State Travel. All trips involving out-of-state travel using funds other than those provided by federal or private contracts must have authorization in advance by both the University and the State. A standard travel-request form is provided by the Comptroller's Office for this type of travel. The form must receive approval by the college dean and the Vice President for Academic Affairs before submittal to the Board of Educational Finance in Santa Fe. Requests should be submitted in sufficient time to allow for the form's round trip to the State Capital. The Comptroller's Office notifies the applicant when the trip has been approved. A travel voucher should be submitted as soon as possible after the completion of a trip.

Both the travel-request form and the voucher call for the computation of trip expenses. For details about the modes of travel, per-diem allowances, and similar matters which this computation involves, the faculty member should consult his department chairman or his dean, depending on the college.

In-State Travel. Prior approval by the Board of Educational Finance is not required for travel within the state. Since such travel involves budgeted funds, however, a faculty member must obtain approval in advance from his college dean, through the department chairman (or from the director of a project sponsored

by federal or private contract), if the costs are to be reimbursed. The same conditions apply here as with out-of-state travel insofar as computing expenses and submitting vouchers for reimbursement are concerned.

Research-Supported Travel. Traveling done in connection with sponsored research projects is controlled by the terms of the grant or contract and is administered by the faculty member in charge of the project, except that the amounts indicated in the University policy on mileage and per diem reimbursement will not be exceeded.

Since such travel frequently involves the absence of faculty members also engaged in teaching, it should be coordinated with the department chairman or college dean. Reimbursement of expended funds is obtained by use of the same travel vouchers as are submitted for other types of travel.

Unemployment Compensation

Unemployment Insurance Coverage, administered by the New Mexico Employment Security Commission, is applicable to employees of the University, including faculty members.

Contributions for faculty members are made by the University and coverage includes full-time, part-time, ten-month or twelve-month faculty members subject to the conditions of eligibility prescribed by the New Mexico State Unemployment Compensation Act.

A faculty member who becomes unemployed through no fault of his own and satisfies the other conditions of eligibility is entitled to Unemployment Insurance Payments. However, University employees serving in instructional, research or principal administrative capacities in the University will not be paid benefits for any week of unemployment which begins during the period between two regular terms, whether or not successive, or during a period of paid sabbatical leave.

Other information concerning Unemployment Compensation, including coverage, benefits, conditions of eligibility and procedure for obtaining benefits is included in the *UNM Personnel Policies and Practices Manual.* This policy is administered by the Personnel Department and inquiries should be directed to the Employee Relations Division, 1717 Roma, N.E.

Workmen's Compensation

All employees of the University are covered by the provisions of the Workmen's Compensation Act.

RESEARCH AND PUBLICATION

Classified Research Policy

The following policy was approved by the University Faculty on March 13, 1973:

CLASSIFIED RESEARCH POLICY

This document concerns the rights and obligations of faculty members and students insofar as they relate to research done on the UNM campus. Consideration of faculty members' and students' rights and obligations as consultants to off-campus agencies, individuals, or other parties is specifically excluded.

It is recognized that, in certain areas of research, the association of faculty members with off-campus facilities has provided access to expensive and sophisticated types of equipment not available at the University and has consequently contributed towards the training and development of students. However, in order to preserve as open a University society as possible, faculty members should attempt to obtain support for unclassified research.

1. In preservation of academic freedom, the right of every faculty member to solicit, conduct or participate in privately and governmentally sponsored research of his choice is recognized, whether such research is classified or not, so long as it is within the limits of existing University of New Mexico policies as detailed in the *UNM Faculty Handbook*. Sponsored research at the University of New Mexico is justified only when it contributes toward the professional development of the faculty and also provides opportunities for the development of students. Classified research is no exception to the validity of these two criteria. Consequently, when a research project is proposed, the University, on behalf of the proponents and/or principal investigators-to-be, will inform the potential sponsor of UNM's policies relating to classified research. Simultaneously, the University will request from the potential sponsor unrestricted dissemination of the procedures and the results of the research. In the event of denial of such request by the potential sponsor, the proponents will still be free to proceed with the implementation of the contract, so long as it is not in violation of the following guidelines.

2. Students may participate in research projects of their interest, whether classified or not, within the limits of UNM policies, but they may not use classified data for course credit, theses or dissertations. If a student intends to use material from a classified project for his thesis or dissertation, his supervising faculty member must advise him that he will not be permitted to use any data that would cause his thesis or dissertation to be restricted from dissemination. Dissemination is interpreted to mean "availability to anyone without restriction."

3. With the exception of the Campus Security Office, the existence on campus of areas restricted because of classified research is prohibited.

Page revised 8/15/73

4. In the event that a conflict arises concerning the interpretation of existing University policies and rules with respect to classified research, an appeal will be heard by the Chairman of the Research Policy Committee and the Vice President for Research and Graduate Affairs. At their discretion, they may request the Research Policy Committee to appoint an ad hoc committee to further deal with the problem. If the conflict cannot be resolved, the route of further appeals would be the President and the Regents.

Human Beings as Subjects in Research

The following operating policy governs the participation of human beings as subjects in research:

POLICY AND PROCEDURES CONCERNING RESEARCH INVOLVING HUMAN SUBJECTS[1]

(Revised November 15, 1966)

The University of New Mexico recognizes research as one of its chartered enterprises and shares with its individual faculty members responsibility for promoting and defending this activity when conducted under its auspices. The following policy is not intended to relieve the individual scientist of his ultimate responsibility for moral and ethical conduct nor to deny him his right to reasonable freedom of inquiry. The policy does make explicit the criteria, largely self-evident, by which the propriety of an action should be judged; the procedure is designed to protect the University (including faculty, students and the administration) against alleged violation of these criteria.

Policy

1. In considering the participation of humans as subjects,[2] the guiding principle is that no one should be exposed to risk to health or well-being without being given all reasonable protection and without being adequately informed.

2. In general, the purpose of the study, the procedures to be followed, and the possible risks involved must be explained to the subject. The investigator must be satisfied that the explanation has been understood, and consent must be obtained without duress or deception. Such an explanation may be postponed or even omitted where there are no risks to the subject, and a full account of the purpose and procedure in advance might bias the results.

3. It is the responsibility of the individual investigator to have adequate knowledge of the possible consequences of his research, or of research done under his direction.

4. Whenever possible, any hazards to health or well-being of each procedure must first be investigated with animals.

5. Whenever medication or physical intervention is used, or whenever the subject is exposed to unusual environmental conditions, proper protection and supervision must be provided.

---

1. This policy applies to all research interpretable as related to the University of New Mexico, whether conducted on or off campus, whether done by faculty or students, and whether or not supported by extramural funds.

2. This term describes any individual who may be at a risk as a consequence of participation as a subject in research, development, demonstration, or other activities.

6. The individual's personal privacy and the confidentiality of information received from him must be protected.

7. An individual's time should not be invaded to the extent that his participation creates conflict with his other obligations.

8. Remuneration may be offered for the time involved in a study, provided the remuneration is not so large as to constitute an improper inducement to participate.

9. Any individual may request termination of his participation at any time and this request will be honored promptly and without prejudice.

10. The review procedures as described below are intended to help maintain a positive attitude toward scientific research. Unless there are reliable indications to the contrary, all University of New Mexico faculty members are presumed to behave responsibly, and all experimental subjects should be willing to contribute to the advancement of knowledge, provided their personal rights are respected.

Procedures

The policy described above shall be implemented as follows.

1. A University Committee on Human Subjects, with general jurisdiction over these policies and procedures, shall be established in the following manner:

(a) The Policy Committee shall nominate eight persons to be selected from UNM faculty members and administrative officers to serve on this Committee.

(b) The membership of this Committee shall be broadly representative of the colleges, schools, departments, and agencies most deeply concerned with research involving human beings as subjects.

(c) The term of office shall be three years, set up on a staggered basis. Members may be reappointed for a second term.

(d) The Committee shall elect its own chairman at the beginning of each academic year.

2. The role of this University Committee on Human Subjects shall be to provide general surveillance over the Human Research Review Committees in order to insure comparable standards, to assist in matters of policy or principle, and to review specific procedures on a continuing basis. It shall receive a complete file concerning all decisions made by the Human Research Review Committees and may request reconsideration of individual cases or may propose more general procedural changes.

3. Several Human Research Review Committees shall be established in the manner described below:

(a) The dean of each school or college, or the chief administrative officer of each UNM division or agency involved in research of this type, is directly responsible that a Human Research Review Committee exist to evaluate proposals which may come from his faculty or professional staff.

In carrying out this responsibility, the administrative officer may establish a Human Research Review Committee to serve his particular school, college or agency. Or, if deemed desirable and feasible, he may cooperate with another dean or administrative officer in setting up a joint committee to serve more than one group. (In any case, any proposed research involving human beings as subjects would have to be reviewed in advance by some Human Research Review Committee.)

(b) The number of persons to serve on a Human Research Review

Committee, the term of office, and the type of faculty representation on such a committee would be at the discretion of those responsible for establishing these committees. However, each Human Research Review Committee must include in its membership one or more persons outside the college, school, or agency it specifically serves. Projects involving investigational new drugs (INDS) must be reviewed by a committee quorum that includes not less than two members who are licensed to administer drugs, and one who is not so licensed.

4. The Human Research Review Committees shall evaluate procedures against the Policy described above and the specific standards described in item # 6 below, as well as such additional standards as may be appropriate to the research area. In so doing, they shall call upon specialists, including, where appropriate, consultants not on the University faculty, and may interview the investigator and his staff. Decisions shall be reached in executive session by the MANN rule (majority aye, no nay).

5. Each Human Research Committee shall maintain formal records of its decisions for at least five years. It shall receive and, where deemed appropriate, verify reaffirmations by the researcher that his methods are essentially unchanged and that no adverse consequences have occurred. Such reaffirmation must be made at six-month intervals, although the committee may require more frequent reporting on some research and may make inspections or take such other actions as found necessary to insure compliance with the policy and procedures herein stated.

6. The investigator shall be responsible for obtaining approval from a Human Research Review Committee prior to conducting any research involving human subjects. Application for approval is submitted in the form of a memorandum approved by the department chairman or other appropriate person and must contain complete and explicit information concerning each of the following:

(a) *Name of the responsible faculty member.*

(b) *Name(s) of any others who will make contact with human subjects.* In the case of continuing research programs with standard procedures, it may be sufficient to indicate the type of assistants to be used (e.g., graduate research assistant) and the method used to insure that they are properly trained.

(c) *Title of the research.* Also indicate its status (e.g., grant supported dissertation, independent study, etc.).

(d) *Objectives of the research.* Indicate the type of conclusions anticipated. Especially when any risks are involved, the description of the objectives should be sufficiently detailed so that the potential benefits of the research can be weighed against those risks.

(e) *Methods of procedure.* Interest here is in those procedures that make actual contact with the human subject. Specifically, if any medications are to be used, list their names and dose ranges. If "deception" is involved, describe the extent of deception and why it is deemed necessary. If remuneration is involved, state how the level was arrived at. In general, describe the nature of the experiences that the subjects will encounter. Include also the methods for selecting and screening subjects, and the amount of time expected of them.

(f) *Protection measures.* Give the techniques used to protect the subject against unnecessary risk in relation to the procedures just described. For example, if medication is used, for how long will observation be maintained to insure that no residual effects are present? If electric stimulation is involved, how will the subject be protected from the chance of a serious shock? If deception or stress is involved, how will the subject be relieved of these after the experiment? If personal or private information is to be

revealed, how will security of such information be guaranteed? In general, describe the precautions that will be taken to preclude physical, social, or psychological harm. Where possible, include reference to similar procedures previously used either by the investigator or in other laboratories.

(g) *Consent.* The matter of consent involves three issues: 1) is consent necessary? 2) if so, who is the appropriate consenting agent? and 3) what information is necessary to insure that consent is adequately "informed"? In his application, the investigator must deal with these issues so as to justify his procedure according to the following guidelines:

(1) Where no risks or harmful disclosures are involved, where the research is a by-product of ordinary training or treatment, and where no permanent effect upon the subject is anticipated, consent is not required. Where some degree of deception, stress, or discomfort is involved, where the research requires specific participation, or where significant changes in health or well-being are intended by the use of procedures that are controversial, or not proved, consent may or may not be required depending upon the particular study proposed. Where risk or invasion of privacy is involved, where abnormal conditions will be encountered, or where treatment is proposed by new methods, consent is required.

(2) The consenting agent shall normally be the parent or guardian of minors, except that the consent of college students may in some cases be acceptable. Consent by an adult is acceptable provided there is no question about the soundness of his understanding of the information given in obtaining consent; where such question exists, the next-of-kin or legal guardian is appropriate.

(3) The amount of information necessary for consent to be adequately "informed" varies with the nature of the research and the amount of risk involved. The investigator must submit in writing an account in lay language of what he intends to tell the subjects in soliciting their participation, in instructing them as to procedures, and in insuring them their right to withdraw without prejudice. The experimenter may, but is not required to, obtain consent in writing from the subjects. In any event, he is required to maintain a record identifying the subjects, to note therein that each subject was informed in the manner described in his written account, and to sign his name indicating that the subject understood the research to the extent indicated and agreed to participate.

(h) *Changes.* Any changes in methods or procedure from those described above or any unexpected consequences adversely affecting the subjects will be brought promptly to the attention of the Human Research Review Committee involved.

7. Continuing approval may be granted when the essentials of methods of procedure remain unchanged over an extended series of studies; in this case, reassurance must be provided at six-month intervals. Minor modifications of procedure may be approved as a supplement to prior general approval.

8. Where relatively standardized methods and procedures have been developed (e.g., ethnographic field studies, learning of paired associates, etc.), the appropriate department chairman or other persons responsible for the agency or division in which the research is being conducted may, on application, be granted blanket authorization to approve such studies without further review. The semi-annual report must include a listing of specific approvals granted in sufficient detail to permit the Human Research Review Committee to review this standing authorization.

9. A student's advisory committee may authorize preliminary pilot research.

10. A faculty member must retain adequate records concerning the procedures described above. Specifically, records indicating informed consent should be held for at least three years after a subject has participated, and especially where invasion of privacy might be at issue, after the results have been published and the final disposition of the original protocols has been made.

11. Whenever a procedure has been disapproved by either a department chairman or a Human Research Review Committee, the investigator may appeal to his department chairman, his college dean or directly to the University Committee on Human Subjects, as appropriate. The mechanism for reconsideration, if warranted, is discretionary. The committee may be asked to reconsider; an ad hoc committee of the faculty may be appointed to act as an appeal group; experts not on the faculty may be consulted. The final decision should rest with whatever appeal mechanism is established in the individual case. If the appeal should result in approval, the records of the disapproval shall be retained but, in the case of an application for grant support, only the record of approval shall be forwarded to the granting agency.

12. This statement shall be distributed by the Secretary of the University annually to the entire faculty. All faculty members share the responsibility for compliance with the policy as herein stated, but first-line responsibility resides with the individual faculty member for all work done under his direction and second-line responsibility resides with the department chairman who should remain cognizant of the research activities within his department.

Overseas Research: Guidelines

The following statement, formulated by Education and World Affairs, was adopted in its entirety by the University Faculty on December 12, 1967, as official policy in matters pertaining to the overseas research of the University and its faculty members. The topic sentences of the EWA Guidelines are reproduced below. The full statement is on file in the office of the University Secretary.

1. The universities must assume an active and effective role in providing safeguards and setting high standards for U.S. study and research undertakings overseas.

2. The university must take the lead in insisting on the rule of candor and full disclosure in connection with all overseas research.

3. The university should reject covert funding of overseas research and at the same time press for an enlargement in the grant-making capacity of those government agencies which are not part of the military and intelligence complexes. It should seek to assure that faculty members applying for funds are aware of the full range of possibilities, public and private.

4. The university should use all available means to assure that suitable academic quality standards are met with respect to overseas research projects and the scholars who will carry them out.

5. The university should seek to assure that the overseas research of its faculty members enhances the American academic presence abroad and projects the best qualities of our educational community. It can do so partly

by encouraging its scholars who are going abroad to take active account of the other country's developmental needs in education and research.

6. The university should lend its support to the strengthening of our educational representation abroad as a basis for more effective cooperation with the academic communities of other countries.

7. Through its graduate faculties and professional schools, the university should begin to build into the training of students an appreciation of the types of problems that are involved in overseas research.

Publication Opportunities

The Bureau of Business and Economic Research. Publications of the Bureau of Business and Economic Research to which faculty members may contribute include *New Mexico Business* and the "New Mexico Studies in Business and Economics."

New Mexico Business is the Bureau's monthly journal which deals with State and regional economic and business problems as well as aspects of economic development (including, but not limited to, historical treatment). The Bureau encourages the submission of articles by members of the faculty and others for publication in this journal. An honorarium of from $25 to $100 is paid for each article accepted for publication.

"New Mexico Studies in Business and Economics" is a series of one or two titles a year, the purpose of which is to disseminate the results of extended research into business and economic factors within the State. Faculty research is eligible for consideration.

The Bureau of Engineering Research. Publications of the Bureau are in the form of progress and final reports on sponsored research. These are financed by the individual research contracts or grants.

The Division of Government Research. See the following section on *Research Support* for publication opportunities in the Division.

The Natural Resources Journal. The *Natural Resources Journal*, published by the School of Law, is a medium for the coordinated expression of various outlooks on resources problems in the state, nation, and world. The *Journal* aims, therefore, at an international scope and welcomes contributions from all appropriate disciplines (e.g., geography, political science, economics) in addition to law. This policy is dictated by the recognition that the subject of natural resources itself transcends in its complexity the skills of any one discipline. The *Journal* also contains a New Mexico Section dealing with important aspects of New Mexico law and containing contributions from the School of Law faculty, members of the bar, and students in the more conventional law-journal fashion.

The New Mexico Historical Review. The Review, a quarterly journal for the publication of legitimate historical material of New Mexican and regional interest, considers mansucripts on the history of the region included in the colonial Viceroyalty of New Spain north from Mexico City. The NMHR also welcomes papers from experts in other fields (e.g., anthropology, art, geography, music, sociology) when such papers emphasize the historical point of view. A guide to the preparation of manuscripts as well as a more complete expression of the journal's editorial policy may be obtained from the Editor.

The University of New Mexico Press. The University maintains the Press as its book-publishing agency to assist in performing three major educational functions: promoting communication among scholars, diffusing significant knowledge, and contributing to the development and enjoyment of regional culture.

The acceptance of manuscripts for publication is controlled by the University Press Committee of the faculty (see *Functions, Duties, and Composition of Faculty Standing Committees*). Good manuscripts are welcomed from any academic author, but preference in publication is given to book-length writings of the University faculty. In its regional program, the Press seeks especially manuscripts that deal with an important aspect of the Southwest or the Rocky Mountain States—their ecology, geology, history, anthropology, or social, economic, and political problems.

The Press maintains a staff able to provide the full complement of publishing services: editing, design, production, promotion, and world-wide distribution. It signs contracts with its authors, pays them royalties, and prices their books to recover costs based on anticipated sales, all in accord with accepted practices in the publishing industry.

As part of its book program, the Press has published in several series the University of New Mexico Publications, which consist of short monographs and research reports written almost exclusively by members of the faculty in a dozen academic disciplines.

Reprints of Scholarly Research Publications

Recognizing the importance of disseminating faculty research findings, the University supports the publication of scholarly research by underwriting the purchase of reprints, in accordance with the following policy.

1. Normally an author may receive a maximum of $200 per year for page costs and reprints irrespective of the number of his publications during that year.

2. A simple request written by the author and endorsed by his chairman shall be directed to the Vice President for Research and Graduate Affairs, recommending the purchase. The latter will review and process all requests for the purchase of reprints and the payment of page costs for printing.

3. The request *must* include the following information:
   a. Author's name
   b. Title of article
   c. Date of acceptance for publication
   d. Publisher and address
   e. Number (normal maximum=100) and cost of reprints
   f. Page costs (if applicable)

4. Reprints must be requested at the time of acceptance for publication.

5. The author will prepare his own mailing list and addressed envelopes.

6. Mailing costs will be absorbed by the general University mail fund. Authors should deposit copies in the University Mailing Room.

7. Funds cannot be furnished (a) when publication costs can be covered from contracts or grants; (b) for privately printed research not appearing in professional or learned journals; or (c) for resetting type.

Research Support

In addition to its endorsement and support of acceptable proposals for outside contracts or grants (see the following section on *Sponsored Research*), the University maintains several research programs from its own funds:

The Faculty Research Fund. The Faculty Research Fund has been established for individual grants-in-aid in support of research by members of the faculty with the rank of instructor or above. This fund is administered by the Research Allocations Committee (see *Functions, Duties, and Composition of Faculty Standing Committees*), and applications may be submitted to the chairman of the Committee at any time during the academic year. Forms are available in each departmental office or may be secured from the Committee chairman.

Research grants-in-aid are awarded for such purposes as the purchase of supplies and equipment, pertinent travel, and services which may include the final typing of manuscripts for publication. Grants are authorized only for a single academic year, but additional applications may be made for continuing research projects. In considering an application, the Committee will take into account the soundness and feasibility of the project, the availability of necessary facilities, and the research record of the applicant. Each recipient of funds must submit a report at the beginning of the semester following the grant's expiration, and he is also expected to furnish such evidence as reprints of resulting publications.

Bureau of Engineering Research. The research program in the College of Engineering, designed to support appropriate research by members of its faculty, is coordinated and administered by the Bureau of Engineering Research. Research is conducted in a variety of engineering fields for both civil and military agencies of the federal government, as well as for sponsors in industry, for philanthropic organizations, and for bureaus of the State. Such research provides a practical source of experience to faculty and students as part of the educational process, and, therefore, allows the participating faculty members to keep abreast of the most recent developments in their fields. It also allows the University to provide a valuable service to those groups and institutions which need the facilities provided by the University.

The Energy Research Center seeks to facilitate energy research and development by providing: information relative to research needs and funding sources; support for the preparation of proposals, guidance and peer-review aid to researchers; consultation and support in obtaining released time for researchers and fostering attendance at conferences and workshops in other locations; seminars, workshops, or other activities to encourage and enhance the quality and quantity of energy research; liaison with industrial and governmental agencies and legislative delegations; and coordination of multidisciplinary and/or inter-agency energy research proposals.

The Institute of Meteoritics (see also *Museums, Collections,* and *Exhibits*). The Institute of Meteoritics is a division within the Department of Geology, dedicated to the collection and investigation of meteoritic materials and related phenomena. Apparently the first institute in the world exclusively devoted to such research, the Institute owes its establishment at the University in considerable measure to the practical value of meteoritics disclosed in World War II.

The objectives of the Institute are as follows:

1. To recognize and acquire meteorites and related materials.

2. To preserve and exhibit meteoritic materials, and to make these materials available to scientists working in fields closely allied to meteoritics.

3. To analyze meteorites; to observe and analyze meteors and related atmospheric phenomena; to study the nature of the space environment with respect to meteoroids and meteorites; and to investigate other meteoritic phenomena with respect to the earth sciences and astronomy.

4. To provide materials, facilities, and supervision for research by candidates for advanced degrees in geology or in other fields, and to offer instructional programs approved through usual academic procedures.

The Institute for Social Research and Development. The purpose of the Institute is to serve the people of New Mexico, the Southwest and the nation. To do so, the Institute assists in the expansion and coordination of the University's applied research and development programs. In addition, the Institute helps to create opportunities for basic research. The Institute makes the best use of academic resources and instructional programs for research and service activities, to the end that each of these aspects is progressively strengthened.

Specific objectives include the stimulation, promotion, coordination and achievement of broad faculty support of important and varied research and service programs, involvement of faculty and students in those programs, and establishment of interdisciplinary research and service programs using the resources of many parts of the University.

Activities of the Institute and its agencies are usually constrained by contractual requirements and availability of funds. Nevertheless, the organization makes every effort to make its resources widely available: data repositories are open for general research use; publications are made available free of charge or at the lowest possible cost. Inquiries may be directed to the appropriate agency of those listed:

1. The Bureau of Business and Economic Research seeks to promote the economic and business development of New Mexico. Accordingly, it offers a wide variety of services including community development programs, studies of the economic resources and business activities of the State, and publications based upon the results of such studies. The Bureau sponsors certain types of faculty-originated research and provides faculty members with administrative and research-support services. The Bureau's Data Bank is New Mexico's largest body of social and economic information on the State and nation. Now undergoing development into a statewide information system, it is an official repository for computer tapes carrying information obtained by the 1970 Censuses of Population and Housing. The Bureau also operates economic models for the State and for Albuquerque.

1a. The Bureau of Revenue Training Program offers training courses in accounting, organization theory, administration, data processing and business law to auditing personnel of the New Mexico State Bureau of Revenue. Additionally, together with the bureau, the program carries on a series of workshops for taxpayers and their representatives.

1b. The Center for Leisure and Recreation helps municipalities and other public and private bodies organize recreational programs. It is ready to assist public bodies and minority groups in leisure and recreational development.

Page revised 9/1/68, 1/20/70, 10/1/71, 11/1/72, 7/1/74, 7/1/75

1c. **The Division of Government Research** has as its purpose the study of problems of government in New Mexico, including the economic and social as well as the political aspects of such problems. The Division selects for study contemporary subjects of importance to people of the State, publishes the completed studies, and makes them available to interested citizens and officials in New Mexico and elsewhere. Outside specialists as well as members of the faculty of the University are utilized as consultants in making the studies.

2. **The Center for Environmental Research and Development** applies resources of the University community to problems of improving the physical environment. The Center makes available technical assistance and consulting services to community groups and governmental agencies. Within the University, the Center aims at development of an interdisciplinary research program among architects, health workers, economists, political scientists, and others.

3. **The Center for Human Resources Development** offers a series of programs in training and education to adults, many of them young and many of them drop-outs from high school. The Home Improvement Project enrolls young men in a course of on-the-job and classroom training in construction skills. Neighborhood homes are used as training sites.

4. **The College Enrichment Program** provides high school graduates from poverty backgrounds with additional training in skills to aid them in completing a college education. The program is intended for students who need financial, motivational, and academic aid but who have the potential for academic success.

5. **The Center for Criminal Justice Studies** demonstrates and evaluates ways of enhancing functions of rehabilitation, of reducing the incidence of crime and of making the administration of justice more efficient, more effective and more responsive to community needs. In performing these functions it uses faculty members from several disciplines.

6. **The Division of Applied Behavioral Research** has designed a methodology for identifying problems in the secondary school community. It also works to assist in the solution of a wide range of applied behavioral problems.

7. **Special Services for Disadvantaged Students** offers advice, counseling and tutorial services to university students from backgrounds disadvantaged by poverty and by the limitations of particular ethnic and cultural groups. Several hundred students participate in the program, which also has a component to reinforce library resources and teaching materials relevant to the needs of disadvantaged young people.

Page revised 9/1/68, 4/15/69, 1/20/70, 10/1/70, 5/1/71, 10/1/71, 11/1/72, 7/1/74, 7/1/75

8. **The Technology Application Center** is one of six NASA Industrial Application Centers engaged in information support and technological assistance to private industry and other segments of the economy. It has a broad program covering all aspects of the technology transfer process. Included are a program primarily oriented towards industry in the region; a special capability in the application of remote sensing technology; and operation of the University's **Energy Information Center** (EIC). The EIC represents a new multidisciplinary effort on the part of the University to make a contribution to the nation's energy concerns. Established jointly by the TAC and the College of Engineering, the EIC has a comprehensive program for the identification, evaluation, and dissemination of energy-related subjects.

9. **The Gerontology Center** is a multidisciplinary effort to address the needs of the older citizens of the region. Through the Center, education, training, research, and service capabilities of the University are brought to bear on the problems confronting these citizens.

Sponsored Research

The University's policy regarding sponsored research is detailed herewith:

SPONSORED RESEARCH POLICY

1. It is the policy of the University to encourage faculty members to participate in research sponsored by outside agencies when such research is consistent with the basic aims of the University in regard to the education of students, the extension of knowledge, and the broadening of man's horizon in the sciences, arts, and humanities.

2. The Director of Research and Fellowship Services has been designated by the President as the University's reviewing and transmitting officer for all *research proposals* submitted to outside agencies, except for those emanating from the School of Medicine. In this capacity he is prepared to assist in the preparation of proposals from the earliest stages and maintains a central file of research projects for the official records of the University.

3. In order to insure the most effective operation of the University's policy concerning sponsored research, the following procedures have been established:

a. The Director of Research and Fellowship Services will assist, if requested, in the drafting of a proposal.

b. The proposal in draft form is to be submitted to the Director by the initiator or principal investigator, accompanied by a Proposal Data Sheet (forms are available in the Director's office) approved by the department chairman and dean, and indicating

(1) that full consideration has been given to both the physical and financial aspects of space requirements;

(2) the anticipated duration of the project, with any possible extensions or ramifications;

(3) that the use of University funds, when included in the proposal, has been approved at all appropriate levels (as indicated in the Proposal Data Sheet), whether such funding relates to a division or sharing of salaries, the purchase of equipment, or other expenditures requiring University funds;

(4) the proposed total budget.

c. The proposal will be reviewed by the Director for proper form, for a check of the budget preparation, and to see that pertinent regulations of the University and the sponsoring agency are met.

d. When the proposal is in final form, with three copies signed by the principal investigator and the chairman and/or dean, the Director of Research and Fellowship Services will sign on behalf of the University and will return the proposal to the initiator for final mailing.

4. Final authority for accepting and signing *research contracts and grants* is vested in the President of the University.

5. A person whose salary is paid in full by the University may not engage in sponsored research for extra remuneration during the regular academic year. In rare instances and when deemed by the administration to be in the best interests of the University and the individual involved, exceptions to this rule may be made. Such exceptions require written approval of the chairman, the dean, and the Vice President for Academic Affairs.

6. During the regular academic year when the contract or grant calls for released time from regular University duties, the basic nine-month salary from the instructional budget will be reduced proportionally. The released time will be compensated from contract or grant funds at the basic salary rate.

7. The item for indirect costs included in research agreements shall always be credited to the general fund of the University.

8. For the purposes of this policy, sponsored research shall be construed to include sponsored service and training projects.

9. This policy, in whole or in any part, is subject to review and change at any time. See also *Research Support* and *Graduate, Research, and Teaching Assistantships; Research Associates.*

The following policy on the prevention of conflicts of interest in government-sponsored research is in effect at the University. Faculty members engaged in such sponsored research are expected to be familiar with it.

UNIVERSITY OF NEW MEXICO POLICY ON PREVENTING CONFLICTS OF INTEREST IN GOVERNMENT-SPONSORED RESEARCH

The increasingly necessary and complex relationships among universities, Government, and industry call for more intensive attention to standards of procedure and conduct in Government-sponsored research. The clarification and application of such standards must be designed to serve the purposes and needs of the projects and the public interest involved in them and to protect the integrity of the cooperating institutions as agencies of higher education.

The Government and institutions of higher education, as the contracting parties, have an obligation to see that adequate standards and procedures are developed and applied; to inform one another of their respective requirements; and to assure that all individuals participating in their respective behalf are informed of and apply the standards and procedures that are so developed.

Consulting relationships between university staff members and industry serve the interests of research and education in the university. Likewise, the transfer of technical knowledge and skill from the university to industry contributes to technological advance. Such relationships are desirable, but certain potential hazards should be recognized.

Conflict Situations

1. *Favoring of Outside Interests.* When a university staff member (administrator, faculty member, professional staff member, or employee) undertaking or engaging in Government-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is important to avoid actual or apparent conflicts of interest between his Government-sponsored university research obligations and his outside interests and other obligations. Situations in or from which conflicts of interest may arise are the:

a. Undertaking or orientation of the staff member's university research to serve the research or other needs of the private firm without disclosure of such undertaking or orientation to the university and to the sponsoring agency;

b. Purchase of major equipment, instruments, materials, or other items for university research from the private firm in which the staff member has the interest without disclosure of such interest;

c. Transmission to the private firm or other use for personal gain of Government-sponsored work products, results, materials, records, or information that are not made generally available. (This would not necessarily preclude appropriate licensing arrangements for inventions, or consulting on the basis of Government-sponsored research results where there is significant additional work by the staff member independent of his Government-sponsored research);

d. Use for personal gain or other unauthorized use of privileged information acquired in connection with the staff member's Government-sponsored activities. (The term "privileged information" includes, but is not limited to, medical, personnel, or security records of individuals; anticipated material requirements or price actions; possible new sites for Government operations; and knowledge of forthcoming programs or of selection of contractors or subcontractors in advance of official announcements);

e. Negotiation or influence upon the negotiation of contracts relating to the staff member's Government-sponsored research between the university and private organizations with which he has consulting or other significant relationships;

f. Acceptance of gratuities or special favors from private organizations with which the university does or may conduct business in connection with a Government-sponsored research project, or extension of gratuities or special favors to employees of the sponsoring Government agency, under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.

2. *Distribution of Effort.* There are competing demands on the energies of a faculty member (for example, research, teaching, committee work, outside consulting). The way in which he divides his effort among these various functions does not raise ethical questions unless the Government agency supporting his research is misled in its understanding of the amount of intellectual effort he is actually devoting to the research in question. A system of precise time accounting is incompatible with the inherent character of

the work of a faculty member, since the various functions he performs are closely interrelated and do not conform to any meaningful division of a standard work week. On the other hand, if the research agreement contemplates that a staff member will devote a certain fraction of his effort to the Government-sponsored research, or he agrees to assume responsibility in relation to such research, a demonstrable relationship between the indicated effort or responsibility and the actual extent of his involvement is to be expected. Each university, therefore, should—through joint consultation of administration and faculty—develop procedures to assure that proposals are responsibly made and complied with.

3. *Consulting for Government Agencies or Their Contractors.* When the staff member engaged in Government-sponsored research also serves as a consultant to a Federal agency, his conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202-209 as amended) and the President's memorandum of May 2, 1963, "Preventing Conflicts of Interest on the Part of Special Government Employees." When he consults for one or more Government contractors, or prospective contractors, in the same technical field as his research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on his other interests. In undertaking and performing consulting services, he should make full disclosure of such interests to the university and to the contractor insofar as they may appear to relate to the work at the university or for the contractor. Conflict of interest problems could arise, for example, in the participation of a staff member of the university in an evaluation for the Government agency or its contractor of some technical aspect of the work of another organization with which he has a consulting or employment relationship or a significant financial interest, or in an evaluation of a competitor to such other organization.

University Responsibility

Each university participating in Government-sponsored research should make known to the sponsoring Government agencies:

1. The steps it is taking to assure an understanding on the part of the university administration and staff members of the possible conflicts of interest or other problems that may develop in the foregoing types of situations, and

2. The organizational and administrative actions it has taken or is taking to avoid such problems, including:

a. Accounting procedures to be used to assure that Government funds are expended for the purposes for which they have been provided, and that all services which are required in return for these funds are supplied;

b. Procedures that enable it to be aware of the outside professional work of staff members participating in Government-sponsored research, if such outside work relates in any way to the Government-sponsored research;

c. The formulation of standards to guide the individual university staff members in governing their conduct in relation to outside interests that might raise questions of conflicts of interest; and

d. The provision within the university of an informed source of advice and guidance to its staff members for advance consultation on questions they wish to raise concerning the problems that may or do develop as a result of their outside financial or consulting interests, as they relate to their participation in Government-sponsored university research. The university may wish to discuss such problems with the contracting officer or other appropri-

ate Government official in those cases that appear to raise questions regarding conflicts of interest.

The above process of disclosure and consultation is the obligation assumed by the university when it accepts Government funds for research. The process must, of course, be carried out in a manner that does not infringe on the legitimate freedoms and flexibility of action of the university and its staff members that have traditionally characterized a university. It is desirable that standards and procedures of the kind discussed be formulated and administered by members of the university community themselves, through their joint initiative and responsibility, for it is they who are the best judges of the conditions which can most effectively stimulate the search for knowledge and preserve the requirements of academic freedom. Experience indicates that such standards and procedures should be developed and specified by joint administrative-faculty action.

Acceptance and Implementation by the University of New Mexico

1. The University of New Mexico accepts as controlling policy the above joint statement of the Council of the American Association of University Professors and the American Council on Education, issued December, 1964.

2. To implement this policy it shall be the responsibility of the Office of Research and Fellowship Services to inform any member of the Faculty negotiating a government contract or grant to make the faculty member aware of the University of New Mexico conflict of interests policy and that it be the responsibility of the individual to inform the University when such a conflict of interest may exist.

Adopted by the University Faculty, June 8, 1966

ADMINISTRATIVE PROCEDURES AND REGULATIONS AFFECTING THE FACULTY

Annual Reports

Annual reports from the various departments and divisions of the University are requested each spring by the University Secretary's office to cover the academic year, July 1 through June 30. The individual reports are incorporated into bound volumes to become a part of the permanent records of the University, and reference to them is invited at any time. The original is filed in the Secretary's office, a copy in the University Library. A brief printed "Report of the President" is also prepared annually for general distribution.

Biographical Record Form

A biographical record form, brought up to date in December by an annual supplement, is maintained for each full-time member of the faculty. The original is kept in the member's master file in the office of the Academic Vice President and the University Secretary, with other important personnel records and news clippings, and copies are on file in the offices of the dean, the departmental chairman, and the News Bureau.

Copyright

A member of the faculty could become involved in copyright problems in at least two ways: first, in securing permission to use copyrighted material—to quote it in a publication of his own, for example, or to reproduce it for use in his classes; and secondly, in obtaining proper copyright for his own writings, whether these be teaching materials he wants to make available to students or articles and books he is publishing. In either case, the faculty member is expected to proceed on his own (or through his publisher), independent of any University agency.

The faculty member should understand that, on the one hand, no copyrighted material can be reproduced in any form for circulation, whether free or for sale, without permission of the copyright owner, and on the other hand, anything published

(i.e., made public and circulated, even free) without copyright is in the public domain and may be copied by anyone. The latter provision of copyright law may be of special importance to faculty members because it applies even to mimeographed or multigraphed materials such as exercise books, lecture notes or outlines, sample experiments, and the like. If such materials are later submitted for publication with copyright, their previous circulation complicates the situation as does an unclear title to land. The prospective publisher could, for his own protection, ask for a complete recasting of the material in order to make it eligible for copyright. (This does not apply to manuscripts and carbon copies of them; these are protected by private-property laws).

Copyright law and practices are extremely complicated and confusing. They are fully explained in Margaret Nicolson's *A Manual of Copyright Practice* (2nd ed., Oxford Univ. Press, N.Y., 1956). The necessary information and proper forms for securing copyright can be obtained from the Register of Copyrights, Library of Congress, Washington, D.C., 20540. The Director of the University of New Mexico Press may be consulted concerning any particular questions of copyright practice.

Emergency Procedures and Safety Regulations

Police. The telephone extension numbers for the University Police are 2241 and 2242, and both numbers are manned on a 24-hour basis.

Accident or Other Medical Emergency. In the event of medical emergency, where transportation is felt to be needed, notify the campus police immediately, as well as a local ambulance service, and then remain on the scene until they arrive. Injured persons should be taken to a hospital of their choice or to the nearest hospital emergency room.

Emergency Maintenance. Any malfunction or unusual occurrence involving University utilities or equipment which presents or threatens immiment danger to personnel or property constitutes a maintenance emergency.

If emergency maintenance work is needed during regular working hours call the Physical Plant Communications Coordinator. After regular working hours, refer to the Physical Plant Department supervisor roster shown in the Departments and Divisions section of the Faculty-Staff Directory. Call at home the individual most likely to be concerned with your problem. If he does not answer, call the Supervisor of Construction and Maintenance at home.

Safety Regulations. Insofar as practicable, the various academic and administrative units of the University should set a

good community example in all aspects of working safety regulations and procedures. There are city, state, and federal codes to be followed, and there are also many safety guidelines and operational procedures which reduce hazards to a minimum or eliminate them altogether. Safety procedures of course vary according to environment, equipment, and personnel. The Safety Coordinator can provide expert advice and specific recommendations in the areas of safety orientation and training. He should also be consulted on any question concerning the Occupational Safety and Health Act. Safety lectures and demonstrations are available on any safety subject, and the Safety Office can provide safety glasses and other safety equipment at cost. Emergency equipment can be provided by the Safety Office in case of an accident.

Honorary Degrees

Early in each academic year, the Committee on Honorary Degrees makes nominations for the awarding of honorary degrees. The University policy in this regard is included here for guidance.

POLICY FOR AWARDING HONORARY DEGREES

The University of New Mexico wishes to recognize and thereby encourage individuals by giving some preference in the awarding of special honors to those persons who have contributed significantly to the cultural or scientific development of the Southwest, or to the spiritual or material welfare of its people. At the same time, due regard should be paid to eminent individuals and scholars whose contributions are of general significance and transcend geographic limitations. In no case should a passing courtesy to the University of New Mexico, such as the delivery of a commencement address, be the sole or principal cause for such honorary awards.

It is *not* the University's policy to award honorary degrees to active members of the faculty, staff, and administration. This does not preclude, in an exceptional case, the awarding of an honorary degree to an emeritus member of the faculty or to a former employee whose stature remains or becomes eminent in the years following his active service with the University. In such exceptions, sufficient time shall have elapsed to insure objectivity in the process of selection.

Approved by Faculty, 10/12/51
Approved by Regents, 3/10/52
Amended, 12/17/63, 1/14/69

Jury Duty

According to New Mexico Law, "Any person may be excused from jury service at the discretion of the judge upon satisfactory evidence presented to the judge with or without the person's personal attendance upon the court. The judge at his discretion upon granting any exemption may disallow the fees and mileage of the person excused. The service upon any jury of any person disqualified shall of itself not vitiate any indictment found or any verdict rendered by that jury unless actual injury to the person complaining of the injury is shown."

An employee summoned for jury duty, for appearance before a County Commissioner for jury duty qualifications or for duty as

a witness (other than as plaintiff or defendant), is granted time off with pay for the time spent on these types of duty if the employee presents documentary evidence of the summons to his supervisor. An employee summoned as specified above is required to turn in to the Payroll Office any compensation received (i.e., juror's check) for time spent in court.

Legal Advice in Behalf of UNM

The Regents, President, and Vice Presidents are authorized to seek legal service directly. If other members of the University community, including faculty, staff, and students, feel it would be very helpful or necessary to obtain legal service, they are requested to consult the appropriate vice president through regular departmental and college channels. If the vice president decides to seek legal service, he should make the necessary arrangements with University Counsel, or he may authorize some other person to do so on his behalf.

Persons handling emergencies for the University should contact counsel directly and complete administrative requirements as soon as practicable.

Off-Campus Speakers

The following statement of policy and procedures relative to off-campus speakers in University facilities was approved by the Faculty in February, 1966, and ratified by the Regents the following month.

POLICY OF THE UNIVERSITY OF NEW MEXICO WITH REFERENCE TO OFF-CAMPUS SPEAKERS

Policy

1. The University of New Mexico encourages free inquiry on the campus. It has confidence in the ability of its students to evaluate critically all ideas that may be expressed at the University by off-campus speakers.

2. As an educational institution, the University expects that presentations of off-campus speakers in University facilities will be of educational value, and that they will be conducted in an orderly manner. With regard to speakers invited by students, the responsibility for determining the educational value of such speakers' appearance rests ultimately upon the students themselves. It is not the policy of the University to override the exercise of this responsibility.

3. The University has no responsibility for providing a forum for all off-campus speakers who may wish to avail themselves of its facilities. Facilities will normally not be made available for non-affiliated or non-sponsored speakers except candidates for state and national political office. Exceptions will also be made for speakers who address closed audiences of organizations that use University facilities on an invitational or rental basis.

4. As set forth in the Regents' statement, *Rights and Responsibilities at the University of New Mexico*, "Off-campus speakers, if approved in accordance with University regulations, should be allowed free expression

of their views. Students with diverse points of view should permit such speakers to be heard without harassment."

5. Nothing in this statement of policy is intended to restrict in any way the use of University facilities for meetings of a professional or academic nature arranged as part of the University's regular functions.

6. A student organization should not accept speakers imposed upon it by any outside agency or individual. Nor should the organization lend its entitlement to invite a speaker merely as an accommodation to anyone.

Procedures

1. Any chartered student organization or agency of student government wishing to present off-campus speakers in University facilities may do so by complying with the following procedures, intended to assure that thoughtful consideration will be given to the educational value of the proposed presentation.

a. The organization shall consult with its faculty sponsor and obtain his opinion and the opinion of such other members of the faculty as he may name concerning the educational value of the presentation.

b. Not less than one week before making final commitments or publicizing the meeting, an authorized officer of the organization shall submit in writing to the Vice President for Student and Campus Affairs a notice of intention to invite an off-campus speaker. The notice shall state the speaker's name and the organization he represents, if any, his subject matter, proposed date of meeting, audience to be addressed, University facility sought to be used, whether any money is to be collected, the signatures of faculty members consulted, and an indication of whether they approve or disapprove. If any faculty member consulted should advise against invitation, the reasons for such advice shall be indicated along with the organization's reasons for desiring to extend the invitation despite this disagreement. The requirement of one week's notice may be waived at the discretion of the Vice President for Student and Campus Affairs.

2. In the absence of sponsorship by a chartered student organization or other University authority, invitation of a speaker may be initiated by a petition to the Vice President for Student and Campus Affairs. The petition shall state why the proposed speech would be of educational value, and it shall bear the signatures of at least 100 students. The first five signers shall constitute a committee responsible for arrangements, and first signer shall be chairman. One faculty member must be consulted by the committee to obtain his opinion and the opinion of such other members of the faculty as he may name concerning the educational value of the presentation. The petition shall contain or be accompanied by a notice that contains the information described in 1.b. above and also information that will satisfy the Vice President for Student and Campus Affairs that funds are on hand to pay all expenses involved. A petitioning group shall have the same entitlements as a chartered organization for this presentation.

3. Whenever the Vice President for Student and Campus Affairs considers it appropriate to insure an orderly discussion, he may require that the meeting be closed to persons other than students of the University, its faculty and staff.

4. The Vice President for Student and Campus Affairs may deny an invitation only if the organization or petitioning group fails to conform to the above-stated procedures. Failure to disapprove within three days of submission shall constitute approval.

Parking and Traffic Regulations

By direction of the Regents, parking on the campus is either in metered spaces or by permit. Faculty and staff permits are valid for a one-year period beginning August 15 of each year. Fees are graduated according to salary; payment is by payroll deduction. A free bus service from remote parking lots is maintained. The campus is divided into zones. Each parking permit is valid for a single zone elected by the employee. A leaflet detailing parking regulations and parking fees is available from the University Office of Parking Services.

University regulations for moving traffic are essentially those of the City of Albuquerque.

The Municipal Court of the City of Albuquerque has jurisdiction over all violations of campus parking and traffic regulations. Citations are reported to the City's Traffic Violations Bureau and may be paid there or appealed to the Court.

Patents

The University recognizes that patentable inventions may result from research done at the University. Since the desirability of proper prosecution of patents resulting from such research is also recognized by the University, a formal policy has been established and follows below.

PATENT POLICY

(Approved by the Regents and by the Policy Committee on October 30, 1959)

1. **Definitions,** as used in this statement of policy:

a. Staff member shall mean any faculty member or any other person associated with the teaching or research staffs of the University;

b. President shall mean the President of the University or his duly authorized representative.

2. All staff members shall be encouraged to disclose to the President all discoveries which result from their research which, in their opinion, may lead to valuable and patentable inventions.

3. **Patent Management Agent.** Whenever practicable, the patent management agent shall be a non-profit management organization such as Research Corporation or a similar institution.

4. **Patent Committee.** The Patent Committee shall be appointed by the Faculty Policy Committee and shall consist of five members of the Faculty. In considering a specific case, the Patent Committee shall appoint one or two consultants who, in the judgment of the Committee, have specialized knowledge in the area being considered.

5. **Procedure.** Upon a disclosure by a staff member to the President, the following procedure shall be followed:

a. The President may submit the invention to the patent management agent for its consideration with regard to prosecution of patents.

b. The inventor shall receive a percentage of any income which the University obtains from the exploitation of the inventions, such percentage to be determined by negotiation between the President and the inventor.

c. If, for any reason, the invention is not submitted to the patent management agent within two months of disclosure to the President, the matter shall be referred to the Patent Committee for consideration and recommendation to the parties.

d. The Patent Committee shall make its recommendations within four weeks of the time the matter is referred to it.

e. In making its recommendations to the parties, the Patent Committee shall consider all of the various equities involved.

6. **Sponsored Research.** Patent ownership rights of the inventor shall be deemed to be indefeasible except in the event that the discovery was made as a direct result of a specific research project sponsored and financed by agencies outside of the University or by the University, under the agreement with either specifiying the disposition of the rights as to the specific project.

7. **Co-Inventors.** Inventions conceived by more than one inventor shall be dealt with on the same basis as those conceived by a single inventor. As between themselves, however, co-inventors shall be free to agree to any division of rights. Advance written arrangements for such division may be made between the interested parties.

8. **Use of Funds.** Insofar as reasonably possible, funds received by the University as a result of inventions shall be used to sponsor additional research.

9. **Failure to Prosecute.** In the event that the patent management agent fails to communicate through the University to the inventor its decision to proceed to obtain a patent within nine months after the disclosure to the President, the inventor shall have the right to initiate patent proceedings as an individual.

10. **University Use of Patents.** The University shall reserve the right insofar as possible to produce for its own use items patented under any of the provisions above. Such use shall be royalty-free.

11. **Negotiations with Outside Agencies.** Negotiations with outside agencies shall be carried on in such a way as to obtain for the inventor and the University the maximum possible rights. None of the provisions of this policy shall be interpreted in such a way as to preclude the making of or limit the terms of an agreement with an outside agency relating to sponsored research.

Personnel Policies and Practices for Staff and Student Employees

Personnel policies and practices for University of New Mexico staff employees are set forth in the Personnel Policies and Practices Manual which is available at the Personnel Office. Pay policies for student workers are described in a May 23, 1975, memorandum from Vice Presidents Lavender and Perovich entitled "Student Worker Policy."

Purchasing

All purchases of supplies, equipment, rentals, and services are to be made through the Purchasing Department via the Comptroller's Office. Regardless of the source of the funds or whether the purchase is to be from on-campus or off-campus suppliers, established procedures must be followed. In accordance with State law and University policy, purchases made without proper approval of the Purchasing Department will become a personal obligation of the purchaser.

Purchases will usually be made through the faculty member's departmental office as follows:

1. Prepare a Purchase Requisition, Form CP-1, listing all items required, the quantity desired, the quality needed, the items' exact or estimated costs, and the recommended sources of supply.
2. Obtain the applicable departmental signed approvals on the Purchase Requisition.
3. Forward the Purchase Requisition to the Purchasing Department via the Comptroller's Office.

For complete instructions on purchasing policies and procedures, see, in each departmental office, the Comptroller's directive on Purchasing Procedures and the Regents' "Policy Concerning Purchasing Supplies, Materials, Equipment, Contractual Services, Reimbursement for Social Activities Connected with Professional Recruitment and Solicitation of Support for the University."

Summer Session Teaching

The Summer Session offers a wide range of course selections in most of the academic divisions of the University. Enrollment

in the Session has shown steady growth, and in recent years the total has approximated a third of the enrollment during the fall semester.

Resident faculty members who teach during the summer are compensated at the rate of two-ninths of their annual salary up to a maximum specified each summer for a full load of six semester hours. Regular summer courses last for eight weeks and run from early June to late July, leaving roughly a two-week break after Commencement and a month's interval before the beginning of the first semester. Faculty members are generally limited in teaching during the summer to two out of three consecutive years.

Time Slip

The primary purpose of the Payroll Time Slip is to facilitate payment of wages to temporary employees and occasional legitimate overtime of employees who are exempt from the Fair Labor Standards Act. Since time slip compensation is difficult to budget, it is expected that a "Regular Employee Appointment Information Form" will be used for continuing employment. Generally speaking, extra compensation is not appropriate for members of the faculty under full-time contract, although exceptions such as special lectures or other special duties may occasionally be approved by the academic deans. Extra compensation for deans and for those persons with faculty rank not directly responsible to deans should be approved by the Vice President for Academic Affairs. Time slips are not acceptable for staff members not exempted from the Fair Labor Standards Act on continuing employment. All time (hours) worked by non-exempt employees must be reported on the regular Payroll Time Report.

Please, therefore, note the following procedures governing the use of time slips (and see also Policy on Extra Compensation):

1. All extra compensation, not covered by faculty contract, supplemental faculty contract, or staff appointment memorandum, must be authorized in advance and subsequently approved by the immediate superior. In the case of faculty members, the prior approval of the college dean is required, and for deans and those persons with faculty rank not responsible to deans, the approval of the Vice President for Academic Affairs.

2. In no case is it permissible for an individual to sign a time slip on his own behalf.

3. In all cases a time slip must indicate the number of hours worked and the days on which such work was performed.

4. No supervisor should employ and compensate a faculty member or other employee of another academic department without prior written approval of the head of the department (and dean in the case of faculty members) or unit so affected.

5. Long-standing University policy governs the employment of graduate and teaching assistants. Only in exceptional instances will additional work and compensation be authorized. All such requests are to be submitted for prior approval of the dean of the Graduate School.

University Vehicles

A number of sedans, station wagons, 12-passenger busses and trucks are available for official University business. A schedule of rental rates, as set by the Comptroller, is available from the Physical Plant Department upon request. Reservations for vehicles are made by requisition to the Physical Plant Department via the Purchasing Department and require departmental (or equivalent) authorization.

Vehicles are reserved on a first-come, first-served basis, and it is therefore advisable to process requisitions well in advance of planned trips.

University vehicles are state-owned, and state laws require all operators of state-owned vehicles are to have in their possession a special driving permit, in addition to the standard New Mexico driver's license. Operators must also carry proof of completion of the Defensive Driving Safety Course. The Campus Safety Office schedules the Defensive Driving Courses and also issues the special driving permits for state-owned vehicles.

All personal use of University vehicles, including transportation between the University and the person's home, is prohibited. This policy is to be observed even though a person may be subject to return to the campus to perform the function of his job outside of regular business hours. However, if it is necessary for an employee to return to campus outside of his regular business hours to perform the function of his job, it will be permissible to allow the employee the regular approved mileage reimbursement for the round trip from the person's home to campus and home again.

Operators of UNM vehicles are expected to observe city and state traffic regulations and are personally responsible for penalties incurred by violations thereof.

University vehicles are to be used solely for University-related business and will not be provided for trips that do not include a UNM faculty or staff member among the passengers. Passengers are limited to University associates and invited guests engaged in University-related activities. It is against University policy to provide transportation to hitchhikers.

The user must make all reasonable efforts to prevent misuse of the vehicle. Abuse of any University vehicle will be justification for refusal to permit the use of the vehicles in the future. Damage or loss due to negligence will be charged to the individual responsible for the damage.

Page revised 12/15/67, 1/20/70, 11/1/72, 8/15/73, 7/1/74

FACULTY-STUDENT RELATIONS

The student's academic program is supervised by the college in which he is enrolled, and problems or questions in this connection should be referred to the college. It should be noted, however, that the programs of non-degree students are under the supervision of the Community College which is administered by the Division of Continuing Education and Community Services.

Academic Probation and Suspension

Subject to University regulations, as set forth in the Academic Regulations section of the General Catalog, student probation and suspension are determined by the individual college in which the student is enrolled.

Advisement and Counseling

Advisement is a normal faculty duty, and each faculty member is expected to serve as an advisor. The advisement function includes assisting students in planning a program of studies prior to registration and serving as a continuing source of information, counsel, and encouragement. The student is responsible for seeking advisement from appropriate faculty members.

Academic advisement frequently involves the faculty member in such related areas of the student's life as study habits, outside work, or moral and emotional problems—any of which could adversely affect his academic progress.

Recognizing that such factors could lead the faculty member into areas beyond his responsibility (and, in some cases, beyond his competence), he should be aware of the appropriate back-up services to which he can refer the student. These services might include (1) special advisors in the student's college office whenever complex problems are encountered which relate to academic progress, (2) the Counseling Center for vocational and educational planning, learning problems, and interpersonal difficulties, (3) the Student Health Center for attention to mental and physical health problems, or (4) the appropriate office of the Student Affairs Division for other more specialized assistance. For assistance in determining the best referral in a given instance, the office of the Dean of Students should be consulted.

Registration. Students are registered through pre-registration, walk-through registration and one week of late registration. Students presently enrolled and who plan to return for the next semester are eligible to register early (pre-registration). Those stu-

dents who do not complete pre-registration are assigned an appointment time for walk-through registration in Johnson Gym, which is conducted prior to the beginning of classes each semester. Late registration lasts for the first week of classes for any semester for those students who have not completed the procedure at an earlier date. Newly admitted students ordinarily complete either the walk-through or late registration process. New freshmen and transfers admitted by the summer for the Fall semester are eligible to pre-register for the Fall classes at special orientation-registration sessions conducted during the summer.

Allowable Maximum Semester Hour Load

The maximum number of hours which undergraduate students may attempt during a regular semester without special approval is 20. During a summer session the maximum number of hours is 10. Individual colleges may place lower limits on undergraduate hours at their discretion generally and in individual cases.

Audited Courses

A student wishing to audit a course must be formally enrolled at the University either in regular or in non-degree status and must pay the full tuition rate for the course. At the time of registration, the enrollee's class card must clearly indicate his intention to audit the course. This permits proper identification of his status as an auditor on the class list given the instructor (refer to *Class Lists*). The General Catalog gives regulations governing transfers of status between credit and audit. Grades are not reported for auditors, but student's permanent record reflects his enrollment as an auditor. The auditor, having paid the full tuition fee, is allowed full participation in class activities.

(See also *Enrollment of Faculty Members in University Courses.*)

Change in College

A student who desires to change his registration from one college to another within the University shall petition the dean or director of the college in which he is currently enrolled. This petition requires approval of both colleges and is then filed in the Office of Admissions and Records.

Changes in Program of Studies

Changes in a student's program of studies cannot be brought about by the action of his instructors. Such changes require specific procedures which vary according to the nature of the change. For the instructor's information, the following is a brief description of the various steps for the different kinds of program changes:

Page revised 12/15/67, 11/1/72, 7/1/75

Course-Changing Procedures. Once the student has formally registered, no course changes can be made until classes begin.

During the first two weeks of the fall and spring semesters (one week of the summer session), all program changes (drops, adds, section changes, changes in grading status) are initiated and completed by the *student* in the Fine Arts Center Foyer. After the first two weeks of the fall and spring semesters (one week of the summer session), all program changes are processed in the Registration Center.

A course may not be added to a student's program after the second week of the semester or the first week of the summer session. (See the Academic Calendar.)

A student has the right to withdraw from a course, or courses, during the first four weeks of the semester or the first two weeks of the summer session without a grade, except that a grade of F assigned by an instructor on the basis of University regulations relating to student dishonesty will be shown and counted on the official transcript. When a student exercises the right of withdrawal after the first four weeks of the semester or the second week of summer session up to and including the last day of the twelfth week of the semester or the sixth week of the summer session, he will receive a grade of W if he is passing the course or a grade of F for undergraduate (NC for graduates) if he is failing the course at the time of withdrawal, as determined by the instructor in the course. A student cannot withdraw from a course, or courses, after the twelfth week of the semester or the sixth week of the summer session and receive a grade of W without petition to, and approval by, the dean or director of his college or school, which approval is limited to hardship cases involving circumstances beyond the student's control. For regulations governing withdrawal from all courses for which a student is enrolled, refer to "Withdrawal from the University" below.

The student is responsible for the completion of every course for which he has registered; if he drops a course at any time without complying with official change of program procedures, he will receive a grade of F in the course. A fee of $5 is charged for any change made in the student's program of studies after the end of the fourth week of the semester or after the end of the second week of the summer session.

No changes in grading option in any course can be made after the fourth week of the semester or the second week of the summer session, e.g., credit to audit, letter grade to credit-no credit option. Any change in grading option after registration requires completion of a Program Change Request.

Withdrawal from the University. No student may officially withdraw from the University merely by notifying his instruc-

tors or by ceasing to attend class. The student must present himself to the Office of the Student Personnel Deans (rather than the college or department office) where his notification is received and he is asked to surrender his identification card. If, due to some emergency, such an appearance is not possible, a letter explaining the circumstances and notifying the appropriate personnel dean of the intent to withdraw must be sent, with the identification card enclosed. Faculty members will be notified by the Records Office and will be asked to provide an official withdrawal grade, as above, after the fourth week.

Approved Withdrawal for Military Service. Withdrawals for military service receive special handling. The instructor will receive from the Office of Admissions and Records a special form requesting course and grade information. As explained on the form, grades given students for this type of withdrawal vary from the usual practices (explained in the General Catalog). The completed form is to be sent to the Records Office and the assigned grade should be separately recorded for comparison with the printed grade appearing on the final Faculty Grade Report.

Class Lists

From data acquired during registration, temporary class lists for each class are prepared. These lists are available in your department office on the first day of classes. In addition to alphabetical listing with the names of the students who enrolled during registration for your section, the list includes the student's Social Security number, college, and enrollment status (credit-no credit, auditor, etc.). In the case of variable credit courses, the class list shows the exact number of hours for which a particular student has enrolled. Students present who are not listed should be advised to complete formal registration or add the course by a program change. Those who do so will subsequently be listed on an Official Class List Change Notice. Students who do not complete the registration procedure and accordingly are not subsequently listed, are not to be permitted to attend class beyond the third week.

As changes in enrollment occur, the Records Office issues the above mentioned change notice with which the instructor can keep his original class list current. After the fourth week of the semester, permanent class lists are sent to all instructors. These replace the tentative lists originally issued and include all changes made to that date. The professor is expected to maintain a current permanent class roster with the assistance of notifications provided by the Records Office.

Class Scheduling

Well in advance of each semester forms are sent to each department chairman requesting complete information concerning departmental course offerings for the following semester. Departments indicate courses to be offered, times desired, and classrooms preferred. Anticipated enrollments or the maximum numbers of students who will be accepted in the courses are indicated. Each department is asked to schedule course offerings in compliance with a scheduling formula which prescribes the number of courses of varying sizes which may be offered during the more popular hours of the day. This formula accompanies the Schedule material. The formula is necessary in order to meet demands on available classroom space and to make such space available on as equitable a basis as possible for all departments of the University.

Using the departmental requests, the Office of Admissions and Records schedules rooms and prepares the Schedule of Classes for the coming session. To facilitate student advisement, an attempt is made to distribute the schedule well in advance of each session.

When a class is listed on the schedule as "arranged," it is important to notify the Scheduling Office as soon as the precise time and place of the class are determined.

Changes in the Schedule of Classes can be made only as the result of formal change procedures. (See *Classroom Change Requests.*)

Classroom Change Requests

If a classroom to which a faculty member is assigned proves to be too small for the enrollment or is otherwise unsatisfactory, reassignment to another room may be requested. Classroom assignments are the responsibility of the Scheduling Office in the Office of Admissions and Records. In order to avoid conflicts, changes may be made only by formal reassignment. The faculty member is particularly requested not to move to another classroom which appears to be vacant without clearance by the Scheduling Office. Please channel requests for classroom changes through the Secretary of your department, so that both the Scheduling Office and your department may keep abreast of schedule changes, and your facilities needs.

Closed Period

Pre-examination and semester final examination weeks are periods during which extracurricular and social campus activities are discontinued. The pre-examination week restrictions are primarily intended to enable students to prepare themselves for final examinations. Therefore, except for laboratory examina-

tions, instructors should not nullify the intent of pre-examination week by giving final examinations during that period. (See also *Final Examination Schedule.*)

Dishonesty in Academic Matters

Dishonesty on the part of a student in connection with either course material or student records is a serious matter involving the possibility of disciplinary action. Since the members of the faculty have a direct responsibility in the enforcement of the standards involved, the following formal statement was prepared, incorporating the current regulation and the procedures for implementing it.

DISHONESTY IN ACADEMIC MATTERS

1. The following statement appears among the scholastic regulations listed in the General Catalog:

> "DISHONESTY IN ACADEMIC MATTERS
> Every student is expected to abide by the highest standards of honorable conduct in academic matters. Dishonest action in connection with tests, quizzes, or assignments, whether in the classroom or not, generally will be cause for dismissal from the University.
>
> Non-disclosure or misrepresentation in filling out applications or other University records will make a student liable for disciplinary action, including possible dismissal from the University."

2. When a violation of the regulation occurs in connection with a course, seminar, or any other academic activity under the direction of a faculty member, that faculty member is authorized to take whatever action he deems appropriate, but he may not impose any penalty in excess of an "F" in the course and the involuntary withdrawal of the student from the class. Whenever he imposes this penalty, the instructor shall immediately report the case in full detail in writing to the Chairman of the Student Standards Committee. This Committee may then impose such additional penalty as seems appropriate.

It is also important to point out that before a faculty member takes action on any alleged violation of this rule, he should be certain that he has solid, incontrovertible evidence to support his charge.

3. When the violation occurs in connection with any test or examination not connected with a course, but administered by an officer of the University, the person under whose auspices the academic violation occurs shall transmit in writing to the Chairman of the Student Standards Committee a statement about the violation, sending a carbon copy to the student, the personnel dean, and the academic dean concerned. The Committee, in turn, will take action on the matter, setting the penalty according to its authority.

4. All cases of non-disclosure or misrepresentation of information will be referred to the Entrance and Credits Committee.

5. Action taken by either the Student Standards Committee or the Entrance and Credits Committee shall be completed as soon as possible but not later than thirty days after violation is reported, and shall be reported to

the student, the personnel dean, and the academic dean concerned.

* * * * * *

The procedure described above with reference to the Student Standards Committee removes none of the instructor's authority heretofore practiced in such matters, but rather strengthens and gives uniformity to action taken by making use of an appropriate committee upon which both faculty and students serve.

On the whole, experience shows that student committee members deal as rigorously with dishonesty as do administrative officials, individual faculty members, or faculty committees. More important than consistency or rigorousness of punishment, however, is the simple consideration that student government, student self-reliance, and student responsibility develop further and more firmly when student representatives actually take a role in dealing with student behavior.

In order to be as fair as possible to students, it is recommended that faculty members teaching lower division courses inform the class, at the beginning of each course, as to their policy and the University policy with reference to dishonest academic practices. Students thus informed will thereafter have no basis for pleading ignorance of regulations.

Examination to Establish or Validate Credit

A student admitted to regular status in an undergraduate college of the University may, with appropriate approval, take an examination to establish or validate credit in courses appearing in the University's general catalog and in which he has not been previously enrolled at the University of New Mexico. An interview with the department concerned is required. Upon recommendation of the department chairman and approval by the dean or director of his college, the student secures from his college office a permit for the examination, pays in advance the required fee of $2.50 per credit hour, and presents the receipted permit to the department as authorization to take the examination. Credit will be allowed and placed on the student's permanent record only if a grade of C or better is earned. Credits earned by examination may count toward graduation and residence requirements. A student may not elect the credit-no credit option on an examination to establish credit.

Final Examination Schedule

The two-hour final examinations for all classes are given during the last week of the semester according to a published schedule. If an instructor finds that a time change for a course examination is necessary, he should first survey his class to determine a new time free of conflicts with all other examinations the students must take. The change request goes to his department chairman for forwarding to the dean of the college. If the dean approves the change, he sends a request in writing to the Registrar. The faculty member will receive notification of final approval from the Registrar through the college dean.

Any student having examination schedule conflicts or more than three examinations in one day is authorized to request a special examination time from the instructor of the last examination scheduled for that day. In such cases, the instructor makes his own arrangements for a special time with the student. The student, however, should make his difficulty known to the instructor at least one week before the final examination period.

Examinations in laboratory courses may be given during pre-examination week or during examination week at the time provided in the schedule.

A formal examination schedule is not published for the summer session; examinations are given during the final week of classes and in sufficient time to allow the reporting of final grades (refer to *Grades and Grade Reporting*).

Every effort is made to distribute the Final Examination Schedule early in each semester so that students and faculty can make end-of-semester plans as soon as possible.

Page revised 9/1/68, 4/15/69, 1/20/70, 10/1/71, 7/1/75

Grades and Grade Reporting

Grades and Grade Points. While a clear and sufficiently comprehensive explanation of the letter grades and their related grade-point system is presented in the General Catalog, a brief word on grade weighting and a re-emphasis on the use of the Incomplete (I) grade are here appropriate.

Grade Weighting. The relative value a faculty member assigns to any given evidence of class learning such as an examination, quiz, paper, etc., is a matter of the faculty member's choice. The selection of standards, whether relative to class performance on a distribution curve or to some absolute based on the subject matter itself, is also a matter of individual faculty determination. The only requirement is that whatever the relative weights or however standards are set, results should be given in letter grades expressing the levels of quality described in the General Catalog. The Catalog explains special grades approved for General Honors and Departmental Honors courses. Requests for use of special grades (grades which depart from the standard A,B, C,D, and F) in other courses should be channeled through the faculty member's department chairman and college dean to the Committee on Entrance and Credits.

Incomplete. The grade of I is given only when academic or personal circumstances beyond the undergraduate student's control have prevented completing the work of a course within the official dates of a session. The I automatically becomes an F if not removed (1) by the published ending date of the next semester of residence, (2) within the next 4 semesters, if the student does not re-enroll in residence. The student obtains from the office of his dean or director a permit to remove the I, pays the $2 fee, and takes the card to the instructor, who completes it and returns it to the Office of Admissions and Records where official entry on the student's record is made. A student may re-enroll in a course for which a grade of I still stands on his record only upon petition to, and approval by, the Committee on Entrance and Credits for change of the Incomplete to a grade of W.

Prior to the end of the semester deadline, requests for extensions of time to remove an I should be addressed by the professor concerned to the student's college office, not the Records Office. Extensions are granted only by the Dean of the College in which the student is enrolled. When granted by the College Office, the approved extension will be forwarded to the Records Office.

After the end of the semester, any requests for extension beyond the normal time allowed for removal of an "I" become a matter for consideration by the Committee on Entrance and Credits. Such requests should be addressed to Chairman, Committee on Entrance and Credits.

If a student reenrolls in a course in which he has earned an I in the 1971 Spring Semester through the 1975 Summer Session and earns a passing grade, the I will remain an I on the record.

Credit-No Credit Option (Pass-Fail) Enrollment for Undergraduates Only. The following limitations apply:

Only one course per semester will be allowed.

A maximum of 24 hours under this option will be allowed toward the degree.

The following may not be taken under this option: (a) courses in General Honors Program and the Undergraduate Seminar Program; (b) courses which are a part of the student's major (as defined by the major department), with the exception of those courses especially approved for use of credit-no credit grading (such as Guid. 429, Workshop in Counseling); however, students cannot be penalized by a department if, in the process of selecting or changing major fields, they have taken a course in their major on a credit-no credit basis; (c) in some departments and colleges, courses which are a part of the student's minor (see specific colleges and/or departmental requirements); (d) examinations to establish credit; (e) correspondence courses.

Hours are not computed in the scholarship index, even though a final grade of CR (Credit) indicates satisfactory completion of a course. CR is equivalent to at least a grade of C.

Students may not enroll on the credit-no credit basis when repeating a course in which they have previously been enrolled under the regular grading system.

Grade Reporting. Grades for all students are reported to the Records Office only at the end of the semester. However, it is the continuing responsibility of faculty to be able to advise students of progress in their courses, especially from the mid-point of a semester to its conclusion. A special class list (Faculty grade reports) on which the grades are to be penciled is distributed in advance of the final grade deadline. These lists, after appropriate checks, are "read" and the resultant data is processed for distributing grades to students, college offices, and other offices through prescribed channels.

Deadlines. Faculty grade reports are normally to be reported to the Records Office within 48 hours after an examination.

Several factors indicate the importance of prompt submission of faculty grade reports. These reports are electronically read by the University's data processing equipment to produce student grade reports. Complete student grade reports cannot be produced until all faculty grade reports are at hand. Reports which are delayed beyond the deadline for machine processing result in incomplete student grade reports and an inaccurate semester scholarship index, both of which are important to the faculty advisor and to the college office which must determine the student's academic status.

Faculty grade reports, finally, should be submitted as soon

as available, since any large influx of reports close to the deadline jams intermediate checking routines which, in turn, delay machine processing.

Summer Session Grade Reports. Grade reporting for the summer session follows essentially the regulations outlined above for regular semesters. No special final examination period is provided during the summer; examinations are usually given during regular class hours during the final week of classes. Final pay checks are not released until final grade reports are received in the Records Office for all courses taught by a summer session faculty member.

The Final Grade Verification Report. After all grades have been reported and recorded, the faculty member receives from the Records Office class lists showing the grades of all his students as they have been recorded. The faculty member is to check these lists to ascertain that the correct grades have been recorded. Discrepancies between these lists and the original Faculty Grade Reports should be reported to the Records Office. (Note that this check is to determine only clerical or machine errors; it is specifically not an opportunity to change the previously reported grade. If at some time subsequent to this final check, a grade must be changed due to some recording, transcribing, computing or similar error, the faculty member must petition in writing the Committee on Entrance and Credits, giving the reasons for the change request. If the committee approves the change, it notifies the instructor, the student, and the college office.

Honors Programs

Both General Honors and Departmental Honors programs are offered at the University. A student meeting the necessary requirements could graduate with both general and departmental honors. Minimum requirements include a high (3.2) grade-point average and the completion of a prescribed number of semester hours in special courses appropriate to the program. To these minimum requirements, various other requirements are added by each program. Three honors levels are granted in both programs: *cum laude, magna cum laude,* and *summa cum laude.* Up to the present, some departments have not provided departmental honors offerings.

The General Honors program, administered by the Director of General Honors, draws its teaching staff from members of the general faculty. Departmental honors programs are, of course, controlled individually by each department offering a program. Faculty members conducting a special General Honors course

Page revised 12/15/67, 1/20/70, 5/1/71

should bear in mind the aims of the program: to supply additional breadth to the student's general education; to put the able student more directly into competition with other able students so that his achievement may be more nearly in line with his potentialities; to give the able student full opportunity to express himself in writing and vital discussions in small groups; and to thrust the abler student into an environment that will offer improved intellectual opportunity and a greater challenge. Departmental aims are similar in that they seek to intensify the student's knowledge of his major field while at the same time giving him deeper insights into the relation of his field to other related areas of study.

Interval Between Classes

A ten-minute interval is scheduled between classes to permit the student to proceed to his next class. Within this same interval, the instructor of one class must vacate the classroom in sufficient time to allow the incoming instructor to prepare the room as necessary for his class session. Therefore, each faculty member is expected to leave the classroom promptly at the end of the class period.

Referral Services for Students

The University Speech and Hearing Center offers limited service to University students, faculty members, and individuals in the community. The purpose of the clinic is primarily to serve as a laboratory for students majoring in speech pathology and audiology.

Full-time students who request a speech or hearing evaluation may receive these services free of charge, within recognized limitations of the staff and facilities to meet such demands. A fee schedule has been established for treatment and for evaluation of other persons. Services for faculty and staff members are available at a reduced rate.

In the event that a student exhibits speech or hearing difficulties in class, the faculty member is to refer the student to the clinic. The responsibility then rests with the student to follow the recommendations of the clinical staff.

The Student Health Center (see *Student Attendance* for regulations concerning medical excuses). The Student Health Center maintains a trained staff of doctors, nurses, and a laboratory technician in a well-equipped facility conveniently located on campus. At the appropriate time in the enrollment process,

Page revised 12/15/67, 9/1/68, 1/20/70

every student is apprised of the purposes, facilities, procedures, and scope of service of the Student Health Center. In a booklet providing this information, the student is informed of his areas of health responsibility and the correct method of consulting the Center. Any student asking a faculty member about such matters should be referred to the Center. The regular clinic hours are from 8:00 a.m. to 4:00 p.m., Monday through Friday, and 8:00 a.m. to 12:00 noon on Saturday. The Saturday hours are for emergency medical attention and are dropped during the Summer Session.

The Center is provided for students and is not available to members of the faculty except in case of serious emergency during the above regular clinic hours.

The Health Center staff is acutely aware of the consequences of time loss due to illness and seeks help from the Faculty in the early referral of students suspected of having physical illness or emotional problems. The confidentiality of the doctor-patient relationship is strictly observed and no specific diagnosis is released by the Student Health Center to other University departments without the permission of the student. This policy and certain routines within the Health Center further the endeavor to provide the environment and confidence necessary for good medical care. The staff physicians understand the problems of the student and are willing to spend whatever time is necessary in their solution. Consultative psychiatric help is available if required.

As Faculty members, through training, experience, and interest, often have valuable knowledge about any particular student or health hazard, they should feel free to communicate this information to the Student Health Center. The staff doctors are available for such discussions within the bounds of medical ethics and welcome a mutual effort which is of benefit to the student and often to the total University community.

The University College Testing Division

The testing phases of the work of the University College may be roughly divided into the following activities: group testing, individual testing, research, test scoring services, consulting work, community services, and testing for Veterans Affairs. Group testing services include all those preliminary tests which phase into the advisement and registration process (refer to *Advisement and Counseling*).

A consulting service for assistance in framing testing programs for students is available to the faculty. This service applies to tests administered in regular classes and includes guidance in such areas as optimum test intervals, conditions, types, and interpretations for the subjects being taught.

The Counseling Center. The Counseling Center is located on the second floor of the south wing of Mesa Vista Hall.

The services of the Counseling Center are open to all students of the University and its staff, without charge. Persons interested in counseling with regard to educational and vocational decisions may be assisted through the use of standardized tests in areas of aptitude, personal adjustment, study habits, and vocational interests. Persons asking for assistance in personal and social matters will be interviewed by a counseling psychologist, with all test results and personal information being held confidential. The staff of the Counseling Center is available to faculty for consultation on interpersonal problems and assistance in dealing with matters relating to learning in the classroom.

Vocational materials and assistance in their utilization are also available through the Career Services and Counseling centers. Students and other interested persons are invited to use the various vocational resource materials on weekdays from 8:00 a.m. to 5:00 p.m. Comprehensive resource materials are maintained on all educational and training centers in the southwest, and full-time job listings locally, from throughout the country, and overseas are available.

Additional functions of the Counseling Center include veterans' guidance and the provision of special services through contract with the Regional Office of the Veterans Administration. Enrollment certification for the purpose of obtaining benefits under the GI Bill is initiated by consulting the Counseling Center, and it is necessary for veterans to repeat this step at the beginning of each term of attendance at UNM.

Student Aids Office and Career Services Center. Although not strictly referral services, the Student Aids Office and the Career Services Center provide assistance to students about which faculty members might find it useful to be informed. The Director of Student Aids administers the scholarship, grant, loan, and work-study programs of the University. With the addition in recent years of large amounts of federal funds and the ever-growing contributions of private donors, these programs provide assistance for many more students than was formerly possible. Also, information about part-time student employment both on and off campus is available in this office.

The Career Services Center is an employment agency for students and alumni. The Teacher Placement Division of the Center offers services to those seeking employment at both the public school and the higher education levels. The Industrial Division arranges interviews with recruiters from industries and businesses throughout the country.

Religious Activities. Most religious denominations are represented in the city of Albuquerque, and the churches welcome University students and invite them to share in their religious

life and services. The University maintains a policy of non-sectarianism but encourages its students to affiliate with the religious organizations of their choice and to attend services regularly.

The following religious organizations invite student affiliation: Aquinas Newman Center, Baha'i Student Organization, Baptist Student Union, Canterbury Episcopal Center, Christian Science Organization, Christian Student Center, Deseret Club, Hillel Counselorship, The Islamic Society, Lobo Christian Fellowship, Lutheran Student Association, United Campus Christian Fellowship, and Wesley Foundation.

Smoking in Classrooms and Teaching Laboratories

For reasons ranging from the discomfort of non-smokers to the defacement of University property, smoking is forbidden in all classrooms and teaching laboratories. The prohibition applies at all times—not simply during class sessions—and examination periods and seminars are specifically included in the no-smoking rule.

Faculty members are urged to comply with the regulation and to enforce its provisions.

Student Attendance

Students are expected to attend all meetings of the classes in which they are enrolled. No extensions of the vacation periods are given to any students, regardless of the location of their homes.

Instructors will report all excessive absences to the dean or director of the college concerned. A student with excessive absences may be dropped from a course with the grade of F, by the instructor. The dean or director may suspend a student from the University, on the grounds of neglected duty, when he has thus been dropped from two courses.

Absences due to illness, or to authorized University activity such as field trips, athletic trips, etc., are to be reported by the student to the instructor and to the Dean of Students. Such report does not relieve the student of responsibility for lost work. It is the duty of the student to take the initiative in arranging with his instructors to make up work missed, and it is expected that the faculty member will cooperate with the student in reasonable arrangements in this regard.

It should be noted that written medical excuses for class ab-

sence will not be issued routinely by the Student Health Center except in the case of physical education classes, where participation would be detrimental to the student's condition. Where confirmation of a student's attendance at the Health Center is required by a member of the teaching staff, this will be furnished on direct enquiry, without revealing the medical details necessitating such attendance. If it appears that a student will be absent for a week or more, the Dean of Students will be notified.

Student Consultation

It is expected that each faculty member will make himself available for student consultation at regular hours, either in his office or elsewhere. These hours are to be posted on the faculty member's door. Although the situation will vary among departments and individuals, a total of from three to five hours per week is recommended. If only a single hour is to be set aside for a given day, it is suggested that it begin and end on the hour rather than on the half-hour in order to accommodate students during parts of two class periods.

Student Directory

A student directory is published in the fall by the office of the Vice President for Student Affairs. Departments are notified by memorandum when new editions of the directory are available, and a faculty member may subsequently secure a copy, if he desires, from his department office.

Student Government

All graduate students, regardless of the number of hours for which they are enrolled, are members of the Graduate Student Association which functions under its own constitution. All undergraduate students enrolled for 12 or more semester hours are affiliated as "The Associated Students of the University of New Mexico." As defined in the Associated Students' constitution, the student government has an executive branch headed by the President, a legislature (the Student Senate presided over by the Vice President), and a judiciary (the Student Court). Various executive committees have been established and are concerned with publications, student affairs, cultural activities, and the like. The Student Standards Committee is a judicial committee forming the highest court of appeal for infractions of the laws and regulations of the student community by individual students. This committee and other joint faculty-student committees (see *Functions, Duties, and Composition of Standing Committees*) constitute the main areas of the concurrent exercise of student and faculty authority. For its specific interest to the faculty, the Student Standards Policy is detailed as follows:

STUDENT STANDARDS POLICY

A. Jurisdiction and Membership of the Student Standards Committee

Section 1. Jurisdiction. The Student Standards Committee is a hearing board for disciplinary matters concerning the student community except disciplinary matters subject to the jurisdiction of the Student Radio and Student Publications Boards. Cases may come before the Committee on the motion of any member of the University community. Any student who feels that he has been unjustly disciplined by any other campus board or committee or by an official of the University has the right to appeal to the Committee. In all cases, an even division on the Committee shall be treated as a determination that no discipline be imposed.

The Committee may affirm or reverse disciplinary action already taken. In cases where the action has not yet been taken, the Committee may decide whether disciplinary action should be taken, and if so, the extent of it. Decisions of the Committee may be appealed to the President of the University by any of the parties involved.

(a) (i) *On-Campus:* A student is subject to disciplinary measures by the Committee for his on-campus activities only if it is shown that the student has acted in a way which adversely affects the University's educational function or disrupts community living on campus. The campus shall include all University-connected sorority and fraternity houses.

(ii) *Off-Campus:* A student is not subject to disciplinary measures by the Committee for off-campus activities except those directly related to the University's educational function, such as stealing examinations from a professor's house, and those which demonstrate the probability that the student constitutes a physical danger to himself or others on campus.

(b) *Free Speech:* In no case shall a student be disciplined by the Committee for exercising those constitutional rights included in the First Amendment. In exercising such rights, no student shall claim, without authorization, to speak or act in the name of the University or one of its student organizations. As a member of a community of educated persons, a student should exercise reasonable self-discipline when speaking as a citizen.

(c) *Limitation:* In determining whether to act in a particular case, the Committee shall consider whether police or other official non-University action has been taken or is likely to be taken against the student, and whether such non-University action is likely to be effective in deterring similar conduct by the student in the future. In all cases, it shall be understood that the University's function is educational and not penal.

Section 2. Membership. The Student Standards Committee shall consist of eight voting members—four from the Voting Faculty and four from the student body, three of whom shall be appointed by the Associated Students and one by the Graduate Student Association—and four alternate members, two from the Voting Faculty and two from the Associated Students. The alternates shall sit when regular members are unable to attend, disqualify themselves, or resign from the Committee. At least one regular member from the Voting Faculty and one from the student body shall be women. There shall also be a student chairman, with no vote, who shall preside at sessions of the Committee; he shall be nominated jointly by the ASUNM President and the GSA President. Regular Committee members from the Voting Faculty shall be appointed by the Policy Committee for two-year terms, with the terms being staggered so that two members are appointed every year. Alternate Faculty members shall be appointed for one-year terms. The graduate student member shall be appointed by the GSA President for a two-year term, subject to confirmation by the Graduate Student Council. The undergraduate regular Committee members shall be appointed by the President of the Associated Students for two-year terms, with the terms being staggered so

that two members are appointed one year and one the next. The undergraduate members must (1) be of at least Junior classification, (2) have attended the University for at least two semesters immediately prior to their appointment, (3) have attained a scholarship index of at least 2.0, and (4) maintain a scholarship index of at least 2.0 during their term of office. The term of office for the student alternates shall be two years. The administrative advisers shall be two members (one man, one woman) of the staff of the Dean of Students, appointed by him, and they shall cast no vote.

Present members of the Committee shall serve until their terms expire. In making the original appointments under this policy, the Policy Committee and the President of the Associated Students shall specify the appointees who are to serve two years and those who are to serve one year. No Committee member shall serve more than two consecutive two-year terms.

B. Rules Governing Proceedings Before the Student Standards Committee

Section 1. Statement of Charges—Answer—Hearing Date.

(a) Proceedings before the Committee shall be commenced either by (i) a written communication from the complaining party to the student charged and to the Chairman of the Committee, or (ii) the filing of a notice of appeal by the student followed by a written communication from the original complaining party. The communication shall state with reasonable particularity the charges being made, and the copy sent to the student shall contain a statement of the functions, duties and composition of the Committee and a copy of these rules.

(b) Within one week of receipt of the statement of charges in cases of original complaint against the student (S1(a)(i) above), the student shall submit a written answer which shall be sent to the complaining party and the Chairman of the Committee, The answer shall state whether the student desires a hearing before the Committee, and in the student's discretion, may detail the defense the student plans to present. In the discretion of the Chairman, the one-week period for answer may be extended.

(c) Upon receipt of the statement of charges and the answer in cases where one is called for, the Chairman of the Committee, after consulting the parties, shall set a time and place for the hearing. In setting such time, the Chairman shall take into account the parties' need for sufficient time to prepare their presentations.

Section 2. Student's Failure to Answer. If the student fails to answer the statement of charges or if he indicates that he desires no hearing, the Committee, at its option, may consider whether the complaining party's statement of charges constitutes adequate grounds for disciplinary action. If the Committee finds that the stated charges do constitute grounds for disciplinary action, it shall determine the extent of such action. In its discretion, the Committee may investigate the truth of the charges and request that the complaining party present proof thereof. The Committee shall forward its decision, with reasons stated, to the complaining party, to the student charged, and to the Dean of Students.

Section 3. Failure to File Specific Statements of Charges. When a student appeals to the Committee concerning disciplinary action taken against him, the original complaining party must file the statement of charges contemplated by Section 1 within ten days of receipt of notice of the appeal or the disciplinary action appealed from shall be deemed reversed. The ten-day period can be extended for a reasonable period of time in the discretion of the Chairman.

Section 4. Proceedings Before Committee. If the student files an answer as contemplated in Section 1, the following procedures shall be followed:

(a) Unless both the complaining party and the student request a public hearing, the hearing before the Committee shall be private.

(b) If any facts are in dispute, testimony of witnesses and other evidence shall be received.

(c) The student and the complaining party shall have the option of being represented by counsel or an adviser, or both.

(d) The hearing normally shall proceed as follows:

(i) Presentation of evidence in support of the statement of charges;

(ii) The student's evidence in answer;

(iii) The rebuttal evidence;

(iv) The student's rebuttal evidence;

(v) Closing arguments.

(e) The student and the complaining party, their representatives, and Committee members shall have the right, within reasonable limits, to question all witnesses who testify orally.

(f) The Committee, if it deems it desirable, may proceed independently to secure the presentation of evidence at the hearing.

(g) A verbatim record of the proceeding shall be kept, the cost of such record being borne by the University. In the usual case, the record shall consist of a tape recording of the proceeding. Such recording shall be retained by the Committee until the time for appeal to the President shall have passed. Unless both parties agree to its necessity, no typed record shall be made. The University shall bear the cost if a typed record is made.

(h) The student shall have the aid of the University administration and the Committee, when needed, in securing the attendance of witnesses and in obtaining information necessary to answer the charges made against him.

(i) Except as provided in this paragraph, the parties shall have the opportunity to be confronted at the hearing by all witnesses.

When it is impossible for either party to secure the attendance of a witness at the hearing, the statement which is to be introduced at the hearing shall be reduced to writing and signed by the witness, and shall be disclosed to the other party sufficiently in advance to permit such other party to interrogate the witness prior to the hearing. If the other party fails to interrogate the witness within a reasonable time or if he does interrogate the witness and the reply is reduced to writing and signed by the witness, the original statement together with the replies, if any, shall be admissible in the hearing.

(j) The Committee shall not be required to follow formal court procedures or judicial rules of evidence.

Section 5. Consideration of Matter by Committee.

(a) After hearing the evidence, the Committee may request or accept written arguments from the parties.

(b) The Committee shall reach its conclusions in executive session.

(c) If the Committee finds that the student's conduct has adversely affected the University's educational function, has disrupted communit living on campus, or has demonstrated the probability that the student constitutes a physical danger to himself or others on campus, it shall, in determining what disciplinary action should be taken, consider whether police or other official off-campus action has been taken or is likely to be taken against the student, and whether such off-campus action is likely to be effective in deterring similar conduct by the student in the future. If final off-campus action has not been taken by the time the Committee considers

the case, the Committee may, in its discretion, delay its decision until the off-campus action has been taken.

(d) The Committee shall notify the complaining party and the student of its decision. If either of them so requests or if an appeal is taken, the Committee shall prepare an opinion containing specific findings of fact supporting its conclusions on each of the stated charges. These findings shall be sent to both parties. The Committee's decision shall be communicated to the Dean of Students so that appropriate administrative action can be taken to implement the Committee's decision.

Section 6. Review by President. If a request is made by either party within ten days of receipt of notification of the Committee's decision, the President shall review the matter. His review shall be based on (i) the record made before the Committee; (ii) the Committee's written opinion; and (iii) oral or written arguments made to him by the parties or their representatives. After consulting the parties, the President may arrange for a hearing with all parties present.

If the President concludes that additional evidence should be taken, he shall remand the matter to the Committee for further proceedings. If he concludes that the record is complete, he may affirm, reverse or modify the Committee's determination. The President's decision shall be communicated in writing to the Chairman of the Committee, to the complaining party and to the student within thirty days of the case being appealed to him. If for any reason the President is unable to participate in the appellate process, the appeal shall be heard and the decision made by the Vice President for Academic Affairs.

Section 7. Records. The Chairman of the Committee, or his appointee, shall keep a record of Committee actions, such record to be filed at the end of each academic year in the office of the Dean of Students.

Section 8. Parking Violations. In the Committee's discretion, the procedures outlined herein need not be followed in cases involving parking violations on campus.

The student government has sole control over a large, six-figure budget, much of the revenue for which is derived from the student activity fees. Many departmental programs associated with music, drama, debating, intramural sports, and the like receive subsidies from funds allocated by the student budget. This autonomy in matters of finance is one of the better gauges—though not the only gauge—of the initiative, responsibility, and general influence of student government.

Academic Due Process at the University of New Mexico. The Board considers that academic due process—*de facto* as well as *de jure*—is essential if the University community is to continue to deal with its disciplinary problem internally. Among the important elements of academic due process are such things as adequate notice of charges filed, a hearing before an impartial hearing body, a hearing commenced and completed within a relatively short time, a hearing in which procedural rights of the person charged are protected, a hearing in which the right of the University to

present its case expeditiously is recognized and realized, the imposition of sanctions reasonably related to the violation if a violation is found, and sanctions imposed with full recognition that the University is an educational institution and that its role is educational.

Due process is a concept aimed at protecting both the rights of the person charged and the rights of the University community to have the case decided fairly and within a reasonable period of time. When charges are not filed, hearings not held, or decisions not made within a reasonable time period, all members of the University community suffer from a denial of due process. When a hearing body is subjected to undue pressures from whatever source, the academic community as a whole suffers from a denial of due process. When the sanction imposed is not reasonably related to the violations involved, either the University community or the person charged is denied due process.

It is the firm determination of the Regents that academic due process will be accorded all members of the University community. Since due process for all concerned contemplates speedy as well as fair hearings, as an interim measure pending further study and the adoption of a permanent policy regarding the matter of student discipline, the Regents hereby establish an Interim Standby Policy for Student Hearings to take effect when a period of more than four weeks passes between the filing of charges against a student and the commencement of an actual hearing on the merits in which testimony is being taken by the Student Standards Committee. The Interim Standby Policy may also be invoked if the President reports to the Regents that, in his judgment, the regular campus judicial process is failing or is likely to fail to accord due process to the student charged or to the University community as a whole; and if the Board concurs in the President's judgment. Once the Standby Policy becomes effective, hearing panels established thereunder will supersede the Student Standards Committee for a period of four months for the hearings of charges alleging acts of misconduct under 6(a)(i) through 6(a)(xi) of the Statement of Rights and Responsibilities at the University of New Mexico and as set forth in the State of Emergency Policy. The hearing panels will have jurisdiction over such cases which had been filed under the Student Standards Policy but which had not yet begun to be heard on the merits and will accept filings of charges alleging such acts of misconduct, all as provided in the Interim Standby Policy. Cases filed during the four-month period shall be heard to completion by hearing panels established under the Policy even though such hearings extend beyond the four-month period. A case being actively heard on the

merits, with evidence being taken by the Student Standards Committee at the time the Standby Policy is invoked, will be heard to completion by the Student Standards Committee. The Student Standards Committee will continue to hear charges and appeals under its normal jurisdiction other than those reserved to the hearing panels under the Standby Policy.

INTERIM STANDBY POLICY FOR STUDENT HEARINGS

(Adopted by the Regents, August 8, 1970)

1. Hearing panels shall be established to hear charges under 6(a)(i) through 6(a)(xi) of the Statement of Rights and Responsibilities at the University of New Mexico and as set forth in the State of Emergency Policy. Their jurisdiction shall be identical and co-equal with that granted the Student Standards Committee in A (Section 1) of the Student Standards Policy (page 113, Faculty Handbook) to the extent that the Student Standards Committee would have jurisdiction over such acts of misconduct.

2. When the Standby Policy is invoked, the Secretary of the University or his designee shall make necessary arrangements for the establishment of hearing panels, including arrangements for the drawing of names by lot for hearing panel membership in the presence of two students and two members of the Voting Faculty, and shall make all other necessary arrangements to implement the Policy.

3. A hearing panel shall consist of five voting members—two from the Voting Faculty, two students, and a Chairman who shall be a lawyer licensed to practice in New Mexico and not otherwise employed by the University.

4. The two members of the Voting Faculty to serve on a hearing panel shall have their names drawn by lot from a list which initially contains eighteen persons nominated by the Policy Committee. The two student members to serve on a hearing panel shall have their names drawn by lot from a list that initially contains twelve students appointed by the President of the Associated Students with the concurrence of the Senate and six students appointed by the President of the Graduate Student Association with the concurrence of the Council. The Chairman's name shall be drawn by lot from an initial list of at least twelve lawyers selected by the President of the Albuquerque Bar Association or his designee from among lawyers who have indicated to the President of the Albuquerque Bar Association or his designee a willingness to serve. It shall be the responsibility of the Policy Committee, the President of the Albuquerque Bar Association, the President of the Associated Students, and the President of the Graduate Student Association, respectively, to insure that the lists contain not less than fifty per cent of the initial number of names prior to a drawing for a panel, and no drawing shall be made from a list that is not fifty per cent or more filled. Seven calendar days shall be deemed sufficient time for a list to be brought up to the required minimum. The Chairman shall receive compensation at a rate determined by mutual agreement between the President of the University and the President of the Albuquerque Bar Association. The Chairman shall rule on disqualification for cause regarding any of the other four members of the Panel, and may require additional drawings from the proper list in the event of such disqualification. Any other administrative problem in regard to setting up a panel is to be handled by the University Secretary or his designee.

5. Two panel members plus the Chairman shall constitute a quorum, and a majority shall be required for a decision on the merits of a case. Provided, however, that if a panel of three, including the Chairman, cannot for any reason be set up, or if fewer than three members of the panel, including the Chairman, are able or willing to serve, the Chairman, in his discretion, may act as hearing officer and hear and decide the case as if a full panel were sitting; or the Chairman may refer the case to the Secretary of the University or his designee for the appointment of a new panel.

6. A hearing panel will follow the Rules Governing Proceedings Before the Student Standards Committee (pages 114-116 of the Faculty Handbook) except as those rules are modified herein, such modifications to take effect only if the existing campus judicial machinery is suspended temporarily as provided above.

7. The following Rules Governing Proceedings Before the Student Standards Committee (pages 114-116, Faculty Handbook) shall be modified:

(a) Section 1(a) at page 114 of the Faculty Handbook will be modified to read as follows:
Proceedings before a hearing panel shall be commenced either by (i) a written communication from the complaining party to the student charged and to the Secretary of the University or his designee for transmittal to the Chairman of a hearing panel as soon as reasonably possible, or (ii) the filing of a notice of appeal by the student followed by a written communication as contemplated by Section 1(a)(i) from the original complaining party. The communication shall state with reasonable particularity the charges being made, and the copy sent to the student shall contain a copy of this Policy and a copy of the Rules Governing Proceedings Before the Student Standards Committee.

(b) Section 1(c) will be modified to read as follows:
Upon receipt of the statement of charges and the answer in cases where one is called for, the Chairman of the panel, after consulting the parties, shall set a time and place for the hearing. In setting such time, the Chairman shall take into account the parties' need for sufficient time to prepare their presentations, but except in extraordinary circumstances, the hearing shall commence within seven days of the Chairman's receipt of the student's answer.

(c) Section 2 will be modified to require a hearing panel, if reasonably possible, to conclude its consideration of a statement of charges within 21 days of the time the statement of charges is filed, if a student fails to answer the charges or indicates that he desires no hearing.

(d) Subsection (a) of Section 4 will be modified to read as follows:
Unless a student charged requests an open hearing, the hearing shall be closed. The Chairman shall have the power to close the hearing to the public, however, when in his judgment it is necessary to do so to avoid disruption of the hearing. If the hearing is closed to the public by the Chairman, two faculty observers appointed by the Policy Committee, one student observer appointed by the President of the Associated Students, and one observer appointed by the President of the Graduate Student Association shall be allowed to be present at the hearing—subject to the same rules of conduct as others. In the event the Chairman orders the hearing closed to the public, reasonable efforts may be made to provide radio or closed-circuit television coverage to on-campus facilities; no such coverage shall be provided without the consent of the student or students charged.

(e) Section 5(d) of the Rules Governing Proceedings Before the Student Standards Committee will be modified and will read as follows: Within seven days of the close of the hearing, the panel shall render a decision and prepare a written opinion setting forth its findings of fact and its decision. Copies of the opinion shall be forwarded to the complaining party and the student charged. The panel's decision shall be communicated to the Vice President for Student and Campus Affairs if it appears that administrative action will be necessary to implement the panel's decision. (If the panel as such fails to render a decision and prepare a written opinion within the seven-day period, the Chairman is authorized to decide the matter and prepare a decision on behalf of the panel.)

8. The Chairman, in his discretion, and acting individually, is authorized:

(a) To make rulings on evidentiary and procedural matters; and to establish and enforce reasonable rules for the conduct of the hearing and for proper decorum.

(b) To request campus police assistance to maintain order at the hearing if the hearing is on-campus; and to request police assistance to maintain order at the hearing if the hearing is off-campus.

(c) To have removed from the hearing any person who disrupts the proceedings or who fails to comply with the rules established for the conduct and decorum of the hearing. (If the student charged and/or counsel for such student are ordered removed for actions disrupting the proceedings, or for failure to comply with rules for the conduct of the hearing, reasonable efforts shall be made to keep them informed about the proceedings.)

9. Section 5(c) of the Rules Governing Proceedings Before the Student Standards Committee is hereby deleted.

10. Section 6 of the Rules Governing Proceedings Before the Student Standards Committee remains the same except that the time for appeal is reduced from ten days to five days.

11. The words "hearing panel" shall be substituted for the word "Committee" wherever the latter appears in the Rules Governing Proceedings Before the Student Standards Committee.

Student Publications

The principal student publications on campus are the Lobo and the Thunderbird These publications are staffed, written and edited by the students and are published by the Associated Students under the control of the Student Publications Board, a joint faculty-student committee of three faculty members and five students.

The Lobo is the student newspaper published five times a week on Monday, Tuesday, Wednesday, Thursday, and Friday. The Lobo publishes campus news, feature articles, editorials, and national and international news.

The Thunderbird is the student literary magazine. It is published twice each school year and contains essays, stories, poems, and other literary works of the students.

Textbooks

Copies of the textbook order form for upcoming semester courses are distributed by the UNM Bookstore toward the end of each preceding semester in sufficient time to permit placing orders and receiving shipments. The form provides space for listing required textbooks and any recommended related books and/or materials the faculty member would like placed in stock. The form should be filled out as soon as possible after receipt. The prompt submission of the form puts the bookstore in a better position to repurchase books from students at the end of the current semester and also avoids delivery problems. Of considerable importance is the space on the textbook order form calling for estimates of class enrollments. Needless to say, however difficult to assess, accurate and conscientious estimates greatly facilitate the book procurement process and avoid over-orders which must be returned.

Publishers generally prefer that desk copies of texts be obtained directly from them, but the bookstore will provide temporary copies until permanent copies are received from the publishers.

SERVICES, FACILITIES, AND GENERAL INFORMATION

Alumni Office

The Alumni Office coordinates the University's alumni relations program and implements policies of the Executive Committee of the Alumni Association. Projects include alumni club programs, legislative relations, student recruitment, alumni publications, homecoming reunions, and related activities.

UNM Bookstore

In addition to supplies of required textbooks, the UNM Bookstore stocks a wide assortment of paperback books and supplementary texts. The Bookstore also sells supply items for classroom and office use, art supplies, greeting cards, and many other sundries. All prices, including those for texts and other books, are uniform for both students and faculty. (For details concerning the ordering of texts for class use, refer to the section entitled *Textbooks.*)

Computing Center

The Computing Center supports both course work and research, with its facilities open to the use of students and faculty in all departments.

The Center has an IBM System/360 Model 67 with 2,000,000 bytes of highspeed core storage and associated computer peripherals including a sorter, lowspeed terminals and card punches. Members of the staff are on hand to offer programming consultation to all users. An extensive set of reference documents, both vendor- and Center-produced, is maintained to aid in this assistance.

The staff at the Center also conducts several series of lectures in programming orientation and related subjects for members of the University. These series are given at irregular intervals but are announced well in advance in the Computing Center *Newsletter.*

Standard software provided by IBM includes the Assembler, FORTRAN, PL/I, COBOL, RPG and utilities. Additional software is maintained—WATFIV, SPSS, CSMP, GPSS, MPS, the BMD statistical series and other packages.

The computing system supports both batch processing and interactive timesharing. The batch processing capability is utilized by both remote and local cardreaders and printers. The interactive timesharing capability, supporting BASIC, FORTRAN and PL/I languages along with a batch interface, is accessed by keyboard entry through a variety of lowspeed terminals located around the campus.

Page revised 9/1/68, 1/20/70, 5/1/71, 10/1/71, 8/12/73, 7/1/74

Concerts, Lectures, and Other Cultural Activities

A varied and extensive program of concerts, lectures, and other cultural activities is offered by the University. Many of these events are announced in the Fine Arts Calendar, published by the College of Fine Arts and in the weekly calendar of all public events, issued by the Central Scheduling Office.

Concerts. The Department of Music presents a variety of programs each academic year, including band, chorus, ensemble, orchestra, and solo concerts. In addition, an opera and a modern dance concert are produced each year.

Student recitals are held at the Fine Arts Center Recital Hall. Contemporary Music Programs, sponsored by local chapters of national music honorary societies, promote the performance of original compositions.

Lectures. Two formal lectureships have been established at the University: the Annual Research Lectureship, initiated in 1954 to recognize, encourage, and honor research and creative work by members of the faculty, each year's recipient being awarded a prize of $500; and the Carl Grabo Memorial Lectures, established in memory of a visiting professor at the University and given each year under the auspices of the English Department. Funds are also available to two faculty committees, under the sponsorship of the Graduate School, for the purpose of inviting noted scholars and public figures for lectures on the campus. Additionally, the Speakers Committee, a joint student-faculty committee, annually brings to the campus a number of public lectures on topics of current interest. The "Lectures Under the Stars" are presented during Summer Session.

Drama. In addition to four major productions and a production especially for children, all presented at the University Theatre located on campus, the Department of Theatre Arts also conducts a laboratory workshop theatre for student playwrights. An open invitation is extended to each member of the faculty to participate in any phase of dramatic production which is of interest to him. This explicitly includes the submission of original plays, particularly one-act plays.

The UNM Program Series. This series is a project of student

Page revised 12/15/67, 9/1/68, 10/1/70, 8/15/73, 7/1/74, 7/1/75

government, supported by an appropriation from the Associated Students and under the direction of the Cultural Program Committee, a joint faculty-student committee. The aim of the series is to bring to the University events of cultural and intellectual interest not likely to be presented by other agencies on campus or in the city of Albuquerque. Season tickets at reduced rates are available to faculty and staff.

Other Cultural Activities. Albuquerque has a broad spectrum of cultural activities. The Albuquerque Symphony presents a season of six concerts, four children's concerts, and a number of special events. The Albuquerque Community Concert Association offers a series of five or six concerts. Chamber music is presented by the June Music Festival and by local musicians under other auspices. The Santa Fe Opera offers a summer repertory which has won national acclaim. Plays are presented by the Albuquerque Little Theater and a substantial number of community "playhouses."

Popejoy Hall. This facility is intended primarily for the use of University organizations and departments. It is, however, available for rental to non-profit cultural enterprises in the City. Concerts of the Albuquerque Symphony are presented in the Hall, and it is the scene of the Program Series and many other University-sponsored events. Popejoy Hall is a fully equipped theater which can accommodate plays, musical theater, opera, lectures, and films. A detailed brochure of all programs is available at the Box Office, and a calendar is published monthly, from September through June. Located in the Fine Arts Center, the Hall has proved to be an invaluable cultural resource for the University, the community, and the State.

(See also *Museums, Collections, and Exhibits.*)

Conferences, Institutes, and Non-Credit Courses

The Division of Continuing Education and Community Services. Educational activities designed for adults not concerned with formal credit offerings are a part of the continuing education program. The various conferences, institutes, and non-credit courses which are designed to help participants become more proficient in their work or to better enjoy their leisure time are the responsibility of the Division.

Evening non-credit courses are offered as part of the Community College program. These programs are aimed at adult interests, with offerings in a variety of vocational, professional, and avocational fields. Regular faculty members are urged to participate in this program. The compensation for such courses is extra and the work is in addition to the regular teaching load.*

Requests for scheduling and conducting conferences and institutes originate either from outside sources, such as professional

* See Policy on Extra Compensation for restrictions.

groups, or from campus personnel, principally members of the faculty. All such requests, regardless of source, should be made well in advance to the Division's Assistant Dean who acts as a coordinator to expedite the programs and avoid double scheduling and other embarrassing situations. He also provides material assistance in the areas of sample curricula and sometimes (in cases of University-originated events) offers financial assistance from a fund especially budgeted for this purpose. The Special Activities Section of the Physical Plant Department should also be notified about scheduled events of this nature so that detailed physical arrangements may be made.

It should be noted that all reservations and arrangements for meetings held in the New Mexico Union should be made directly with the Scheduling Office in the Union.

Acting in conjunction with the originating group and the college or department directly concerned, the Assistant Dean may ask a faculty member to conduct or participate in a given program. In most cases, remuneration for time and expenses is paid to the faculty member from the special fund or from revenue resulting from the event.* This work is, of course, in addition to the member's regular academic work load. Occasionally, a request will be made for a free lecture in connection with a community-service project in which the University is taking an active part.

The Robert O. Anderson School of Business and Administrative Sciences. The Anderson School of Business and Administrative Sciences conducts a series of non-credit and credit courses, ranging in length from one day to one year, in the School's Management Development Center.

Coronado Credit Union

The Coronado Credit Union, a non-profit organization of the faculty and staff of the University, provides an opportunity for investment and for making low-interest loans. It operates under the State Credit Union Law.

Located in the northeast corner of Carlisle Gymnasium, the Credit Union's office hours are from 9:00 a.m. to 4:30 p.m., Monday through Friday.

Single and joint memberships are available, and both savings and loans are insured. Dividends on savings are paid semi-annually on July 1 and January 1 according to the share-per-month plan and at a rate determined by the board of directors (which in recent years has been declaring 6 per cent dividends). Both signa-

*See Policy on Extra Compensation for restrictions.

Page revised 12/15/67, 9/1/68, 4/15/69, 8/15/73, 7/1/74, 7/1/75

ture and secured loans are available at rates generally less than charged by other types of agencies. Loan payments are made by payroll deduction, and deposits of savings can be made on the same basis at the member's option.

Courtesy Letter

Upon request, the University Secretary will prepare an official courtesy letter asking for appropriate "special favors and considerations" for any faculty member on leave. Such letters are generally found to be helpful in obtaining access to archives or other research materials, particularly in foreign countries.

Data Processing Center

The Data Processing Center performs procedures analysis and systems design for the University administration. Clerical and mechanized procedures are also prepared and maintained for departments using data processing facilities. IBM 1401 and 360/40 Computer Systems and a complete unit record configuration in the Data Processing Center are used to process programs written to support Data Processing Center systems and to process data for administrative units. Responsibilities of the Data Processing Center encompass projects for the offices of the Comptroller and Admissions and Records, which include accounting, payroll, registration, student records, and grade reporting, as well as projects for the Alumni Office and other University administrative departments. Requests for administrative data processing services should be directed to the Director of Data Processing.

A test scoring and statistical analysis service is available without charge to all academic units, and a memorandum describing such service is available from the Data Processing Center.

(See also *Computing Center.*)

Faculty Exchange Center

The University of New Mexico has a well established precedent of paying the salary of a faculty member who exchanges positions with a faculty member in another institution for a semester or academic year, provided the other professor comes to UNM with his salary paid by his own institution and the exchange is approved by the UNM dean and department chairman concerned.

In order to facilitate exchanges of this kind when they will benefit both the University and the persons involved in the exchange, UNM has arranged that individual faculty members who desire to do so may list themselves in the *Faculty Exchange Catalog* as being in an institution which participates in exchanges as outlined above in paragraph one. Registration forms are available in the office of the Vice President for Academic Affairs.

Faculty-Staff Directory

The *Faculty-Staff Directory* is published each year by the office of the University Secretary. The directory's alphabetical listing of personnel includes name, title, home address, home phone number, campus address, campus phone number, and marital status for each entry. Directory information is included also for residence halls, fraternities, sororities, and the various departments and divisions of the University. A list of the membership of the current University standing committees is also incorporated.

Faculty-Staff Newsletter

The faculty-staff newsletter, entitled *Campus News*, is distributed every two weeks to promote internal communications among faculty members and staff employees of the University. Information for inclusion in the *News* may be sent to the News Bureau, a part of the Public Information Office. Contributors are asked only to provide information. It is not necessary to write items for submission. Information for the *News* should normally be received by the Bureau no later than the Thursday preceding publication.

Graduate and Teaching Assistantships; Teaching Associateships; Research Assistantships

For a more complete description of these appointments, see "Policy on Graduate Financial Aid" and "Assistantship Categories," approved by the Faculty on November 21, 1972, and March 26, 1974, respectively. Copies are available at the Graduate Office; also see *Graduate Bulletin*.

The various assistantships involve payment of a stipend by the University, in part as a grant-in-aid to enable the graduate student to attend Graduate School, and in part for services rendered to the University.

Only regular graduate students who are making satisfactory progress toward advanced degrees are eligible for assistantships. In all cases, an Assistant's academic program and Assistantship service should represent a full-time commitment; his Assistantship service does not exceed 20 hours per week, averaged over a semester.

Full-time Graduate and Teaching Assistantships carry a tuition waiver up to 24 hours for the academic year. The non-resident portion of tuition may be waived for Research Assistants during the first three consecutive semesters of the assistantship. The Teaching Associateship is an upper-level Teaching Assistantship with a minimum stipend of $4,500 for the academic year. Teaching Associates do not receive a tuition waiver.

Page revised 12/15/67, 9/1/68, 10/1/71, 11/1/72, 8/15/73, 7/1/74

Recommendations for appointments of Research Assistants originate with the department and are transmitted to the Director of Research and Fellowship Services for review and final approval by the Comptroller. Students enrolled in the Graduate School are not eligible for appointment as Research Associate or Senior Research Associate (see p. 33C). Faculty appointments are not given to students enrolled in the Graduate School.

Identification Card

At the beginning of each academic year, the Comptroller's Office prepares and distributes an identification card for each regular (generally full-time) employee of the University. This card lists the individual's name and position and certifies to his employment for a given year. Persons who are employed at times other than the beginning of the year should apply for identification cards at the Payroll Office. The card is to be returned to the Payroll Office if separation from the University occurs prior to June 30.

Instructional Media Services

This office provides assistance to the University faculty in utilization of the newer media and technology in their instructional programs. The following areas are encompassed:

Film Library Unit—acquires films (rental) for instructional purposes in regularly scheduled undergraduate and graduate classes.

Audio-Visual Unit—provides, upon request, audio-visual and special purpose equipment to faculty for instructional purposes in regularly scheduled undergraduate and graduate classes.

Closed Circuit Television Unit—provides video tape recordings and playback equipment upon request by faculty for use in regularly scheduled undergraduate and graduate classes. Personnel will upon request of faculty members assist in the development, production, and video-taping of a special program or a series of programs.

Instructional Development Unit—assists faculty members in employing different methods and/or modes of teaching, utilizing the "newer" media and technology, toward improvement of instruction.

In-Service Training Unit—includes regular sessions for faculty, teaching assistants, graduate students, and other persons who wish assistance in the operation and application of audio-visual equipment and/or other instructional media.

Graphics Service Unit—develops and produces graphic material in any form for instructional purposes, including photography (all types), charts, diazo, transparencies and other graphics.

Audio Service Unit—produces and/or duplicates audio materials: reel and cassette; monaural and stereo. Audio compression or expansion of pre-recorded tapes is also available.

Electronic Repair Unit—provides upon request maintenance and repair of campus audio-visual and video equipment.

Intercollegiate Athletics

Intercollegiate athletics at the University are regulated primarily by the constitution and operating code of the Western Athletic Conference whose policies the University has officially adopted as its own. The University also conforms to the general policies of the North Central Association of Colleges and Secondary Schools and the National Collegiate Athletic Association. Local implementation is carried out by the University's Athletic Council, a faculty standing committee (see *Functions, Duties, and Composition of Faculty Standing Committees.*)

The following statement of policy was adopted by the University Faculty on May 17, 1972, and was incorporated as part of the bylaws of the Athletic Council:

UNM ATHLETIC COUNCIL STATEMENT OF RESPONSIBILITY

1. It is the policy of the University of New Mexico that student athletes be provided the opportunity to progress toward a degree of their choice and the opportunity to develop athletic abilities in an environment consistent with high standards of scholarship, sportsmanship, and human dignity.

2. Student athletes, members of the coaching, medical, and administrative staff of the Athletic Department are expected to manifest humane relationships in their contacts with team members, officials, representatives of other universities, and the general public. Their conduct should reflect the honor and dignity of fair play and the generally recognized high ethical standards traditionally associated with wholesome competitive sports.

3. The staff of the Athletic Department shall adhere to the rules, regulations, and policies of the NCAA, WAC and the University of New Mexico. They will refrain from using any demonstrative teaching, motivating, or disciplinary techniques which would be in violation of paragraph 6(a)(iii), p. 18C, of the *UNM Faculty Handbook*.

4. Complaints of violation of paragraphs 1 through 3 should be brought to the Athletic Council. At the request of either the Athletic Director, a student athlete, or staff member, the Athletic Council in accordance with university regulations concerning due process, will consider evidence of such violations, make a decision regarding its credibility, and shall recommend appropriate action to the Athletic Director and the University President.

5. The Athletic Council will make every effort to protect the student athlete from any physical or mental reprisal for having filed a complaint with the Athletic Director or the Athletic Council. Before June 15 of each year, the Athletic Director will submit to the Athletic Council a list of student athletes whose grants-in-aid are not being renewed, including the reasons for such action.

6. The Athletic Director and his staff are expected to develop and use regularly a systematic method of evaluating the teaching competence and ethical behavior of coaches and staff and their ability to develop and maintain healthy interpersonal relationships with student athletes and staff in their programs. The Athletic Director will report the results of these evaluations regularly to the Athletic Council.

Charter members of the Western Athletic Conference are Arizona State University, the University of Arizona, Brigham Young University, the University of New Mexico, the University of Utah, and the University of Wyoming. Colorado State University, and the University of Texas at El Paso were added in 1968. The Conference is growing steadily in national prominence in the ten recognized sports in which all conference members compete: football, basketball, baseball, track, tennis, golf, swimming, wrestling, cross-country, and gymnastics.

International Programs and Services Office

The facilities of the Office of International Programs and Services are available to faculty members and research personnel in the following areas: immigration laws, visa regulations, travel restrictions, U.S. income tax guidance, and departure procedures. The Director is also the responsible officer in the administration of the University's Exchange-Visitor Program and is the person to be consulted with respect to Fulbright fellowships and other grants for international research and travel.

Keys

The following Key Issuance Policy became effective July 1, 1974:

1. **Department Responsibility.** The control of keys and their issuance

rests with the head of the various departments and divisions of the University. The department chairman or director will be the only person designated to approve an authorization form for a faculty member, staff member or other individual needing a key.

2. **Key Issuance.** Upon presentation of the properly approved authorization form to the Physical Plant Locksmith Shop, a key will be issued.

3. **Key Fees.** (a) There is no charge for the original issue of a key. (b) Broken keys will be replaced without charge upon presentation of the broken parts to the Physical Plant Locksmith Shop. (c) If a key has been lost or stolen, the person responsible for the key must pay a $5.00 nonwaivable lost key fee.

4. **Lost or Stolen Keys.** All lost or stolen keys must be reported to the Campus Police and the applicable department chairman or director immediately.

5. **Transfer of Keys.** A key may not be transferred to another person. If an individual no longer requires a key, he should notify the applicable department chairman or director and return the key to the Physical Plant Locksmith Shop.

6. **Duplication or Copying of Keys.** It is State law (New Mexico Statutes Annotated 1953, Chapter 40A-14-3) and University policy that any duplication or copying of any keys to any University property, except through the facilities of the University, is prohibited and will result in appropriate disciplinary action against any student, faculty member, officer or employee of the University participating in such duplication or copying.

7. **Return of Key upon Termination of Employee.** When an employee is terminating his employment at the University, the applicable department chairman or director will notify the Payroll Department of the employee's termination immediately. This will normally be done with a Personnel Action Notice; however, if an employee on contract is resigning at the end of the year, the Payroll Department will have to be notified by a written memorandum.

(In order to make this procedure effective, it is necessary for the applicable director or department chairman to process all Personnel Action Notices concerning terminations at least two weeks before the employee's termination date so that the Payroll Department can effect this portion of the policy.)

The employee's last paycheck will not be released by the Payroll Department until proper notification has been received from the Physical Plant Locksmith Shop that the individual's key or keys have been returned. If such terminated employee has lost his keys, he will be required to pay a minimum of $5.00 for each key issued to him (as mentioned in Item 3) before his paycheck will be released. All graduate assistants, teaching assistants and other student employees will be considered, for this policy, to have terminated their employment with the University at the end of the Spring Semester.

8. **Control over the Physical Plant Department, Police Department and Other Master Keys.** Any department assigning groups of master keys or similar groups of keys to selected individuals will submit to the Campus Police Department a detailed written procedure for control of such keys so that keys do not leave the campus when the employee is not on duty. Each such policy must be approved by and periodically checked out by the Campus Police.

9. **Key Deposit.** Any $1.00 key deposit currently held by the University will be refunded to the employees, as originally agreed, upon termination from the University and return of the applicable keys.

Lawrence Ranch

The D. H. Lawrence Ranch, a property owned by the University, is located 20 miles northwest of Taos, N.M., on the side of Lobo Peak, at an altitude of 8,500 feet. During the summer, the ranch accommodates a number of cultural activities, and the recipient of the annual Lawrence Fellowship is in residence at the new Fellowship Cottage. In addition, an assortment of vacation facilities is available to members of the faculty, ultimately including fourteen single cabins, seven double cabins, and camp and trailer sites. Nominal fees for such lodgings vary according to accommodations provided. For details concerning fees and reservations, as well as on-ranch and nearby vacation attractions, consult the Division of Continuing Education and Community Services. D. H. Lawrence lived and wrote at the ranch, and his ashes are enshrined there.

Libraries—General University Library

The collections of the Zimmerman Library and those of the Fine Arts Library and the William J. Parish Memorial Library (see below) comprise the General Library. The Zimmerman Library collections include cataloged and processed volumes (approximately 680,000 in 1975), serials, pamphlets, government publications, reels of microfilm, microcards, microfiches, maps, pictures, and archival material—all in quantities to provide resources adequate for study and research for undergraduate work and for the special fields in which graduate work is offered. The policy of the Library is to collect and preserve materials in relation to the curriculum and to research being conducted here. Thus, in general, the collections are strongest in the fields of the doctoral programs; weakest in areas such as agriculture, where no program exists at this institution.

The Library provides special services such as photocopy, interlibrary loan, and typing carrels where personal typewriters may be used or where electric typewriters may be rented.

Book Selection and Ordering. The Collection Development Division of the Library is charged with the coordination of all collection development. Subject bibliographers are assigned responsibility for maintaining liaison with specific academic departments through the Library representatives appointed by those departments. Each faculty member should know who his representative currently is and should consult with that representative on all ordering procedures.

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 11/1/72, 8/15/73, 7/1/74, 7/1/75

The Library has a systematic approach for the purchase of current English- and foreign-language materials for the collection. New books arrive weekly and are available for consideration by the faculty in a special approval room of the Acquisitions Department at Zimmerman Library.

Suggestions for purchases on general funds, administered by the Library, may be made to the appropriate bibliographer in the Library. Where inadequacies in the collection exist, it is important that faculty and students call them to the attention of the bibliographers so that funds can be sought to improve those inadequacies.

Student recommendations are honored by the library but should be routed through all normal selection channels.

When material is needed for the Reserve book collection, faculty members are strongly urged to make arrangements with the Reserve Book Desk at least three months in advance to allow adequate time for purchase and processing.

Classification of Books. Since the summer of 1964 all new books have been classified by the Library of Congress system. Plans call for reclassification of older material, but for several years the collection will remain classified both by the Dewey system and by the Library of Congress. There should be no problem of finding books if the card catalog is depended upon for the location of books by call number.

Loan Policies. Most books are loaned for an indefinite period. Faculty members are asked to return or renew all materials once a year between Spring finals and the beginning of the Fall term. Any book can be recalled for another's use after two weeks or for "RESERVE" use immediately.

Books may be placed "on reserve" to be circulated on a 2-hour, 1-day, or 3-day loan basis. Faculty members are requested to send titles, with instructions about loan period desired, to the Circulation Librarian several months in advance of assigning or recommending the books to the students.

Carrels. Assignments of carrels are made at the beginning of each semester, giving faculty first choice, doctoral candidates second choice, and masters' candidates third. Application forms may be obtained at the circulation desk. Locked carrels, or studies, are available for faculty members and doctoral candidates who are writing dissertations. Application forms may be obtained at the circulation desk.

Photoduplication Service. Photocopy service is provided by a coin-operated copier on each floor of the Library or by the Library copy service in the basement. Prints from microforms and photo-

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 11/1/72, 8/15/73, 7/1/75

graphic prints are made by the Library technicians in the Photoduplication Service room. The Service must pay its own costs; therefore charges are made for this service. Some departments submit master requisitions to cover costs for a fiscal year. Price lists may be obtained from the technician at the Service window.

Special Collections. The Coronado Room is the center for the Department of Special Collections. This Department maintains a collection on New Mexico, a fine map collection, manuscripts, business history archives, historical source materials, and rare and restricted books. The materials in the Special Collections Department are provided as a non-circulating collection for research. Additionally, the Clinton P. Anderson Room houses a collection which contains many rare and valuable editions dealing with Western Americana and which is reserved for research purposes.

Interlibrary Loan Service. The Interlibrary Loan Service exists for the temporary exchange of books between libraries. Faculty and graduate students may borrow books and journals needed for research under the provisions of the General Interlibrary Loan Code adopted by the Association of College and Research Libraries. Teletype service is available to locate urgently needed material more quickly. Information about these loans and forms for requesting books and journals may be obtained in the Interlibrary Loan Office.

The Library Committee. Matters of policy dealing with the academic use of the Library (e.g. budget, operation etc.) are formulated by the Library Committee (see *Functions, Duties, and Composition of Standing Committees.*)

The Fine Arts Library. The collections in fields of art, music, architecture, and dramatic art, numbering 55,000 volumes in 1975, are housed in the Fine Arts Library located on the second floor, southwest corner, of the Fine Arts Center. This library is a branch of the Zimmerman Library and, insofar as possible, operates under the same regulations and policies. The ordering and processing of books and journals is done in Zimmerman Library. Reference and circulation service, including reserved book service, is performed in the Fine Arts Library.

The Fine Arts Library provides an excellent service through its listening center for hearing recordings by disc and by tape. The library has a growing archival collection of southwestern music. The library also contains a fine collection of slides, photographs and reproductions of works of art. Two practice rooms, equipped with pianos, are available for users of the collection of music scores.

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 11/1/72, 8/15/73, 7/1/74, 7/1/75

The William J. Parish Memorial Library. The Parish Memorial Library is located on the east side, ground floor, of the Business and Administrative Sciences Building. This library is a branch of the Zimmerman Library and is managed in the same way as the Fine Arts Library.

The Parish Memorial Library contains the leading business services on taxes, personnel, investments, etc., periodicals in the fields of business and administrative sciences and underlying disciplines, reserved books for courses offered in the Anderson School of Business and Administrative Sciences, and selected monographs to support the instructional and research programs of the School. Approximately 26,000 volumes are available in this library.

Center for Research Libraries. The University of New Mexico is a member of the Center for Research Libraries in Chicago, which houses one of the largest research collections in the United States, three million volumes. The collection contains a great deal of specialized material as well as current subscriptions to 13,000 serials. In addition to its own collection, the Center makes available to members the large collection of science and social science serial material held by the National Lending Library for Science and Technology in Boston Spa, England. The General Library has complete access to Center for Research Libraries facilities and can obtain material by inter-library loan for indefinite time periods. Center facilities are available without charge to all UNM faculty members and graduate students on all campuses. For assistance in using the Center's facilities, please call the Inter-Library Loan Office at Zimmerman Library, 277-5617.

Libraries—School of Law Library

Housed separately with the Law School, the School of Law Library contained approximately 138,000 volumes in 1975 and is adding about 600 a month. The Library includes special collections in Indian Law and Water Law, a New Mexico documents collection, a rare-book collection, a substantial collection of New Mexico appellate briefs and records, and a microcard file of United States appellate briefs and records since 1937. The special collection of Indian Law is being rapidly expanded and is separately cataloged.

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 5/1/71, 11/1/72, 8/15/73, 7/1/74, 7/1/75

Books and journals not otherwise "restricted" to use in the library may be borrowed by the general faculty for two weeks after registering at the circulation desk.

The upper floor of the library contains a functional arrangement of the more heavily used books, e.g., a selected "current treatise" collection, etc. On the lower floor, the classification is being changed from a modified Yale University Law School system to the Library of Congress classification. With the exception of some documents, some serials, and some foreign law, publications are fully cataloged. A rotary file showing location of all serials in the library is located at the circulation desk.

The weekly *Current Index to Legal Periodicals* is displayed in the library lobby along with all of the periodical issues listed that week. This makes it possible to examine the very latest material in most periodicals subscribed to by the Law Library.

The Law School faculty and the New Mexico Bar are kept informed of new publications received by the Law Library by means of weekly "New Acquisitions" lists and an annual "Selected Acquisitions" list.

The School of Law Library maintains a Xerox machine for fast copies from its publications where quality is not an important factor. The charge is 5 cents per copy. Arrangements can be made for monthly billing. Copies of legal materials not in the Library can be arranged from other libraries and agencies or secured through interlibrary loan. Faculty and staff of the University (other than the Law School) are expected to reimburse the Law Library for expenses incurred due to requests for copying or borrowing materials from other sources.

Libraries—Health Sciences Library

Working in support of the academic programs of the School of Medicine, the College of Nursing, the College of Pharmacy, and the Allied Health Programs, the Health Sciences Library houses approximately 75,000 bound volumes (including the collection of the Albuquerque & Bernalillo County Medical Association Library), 550 motion pictures and videocassettes, 2,000 audiocassettes, 175 filmstrip/slide teaching units, plus charts, technical reports, and pamphlets.

The Library's service equipment includes a MEDLINE (MEDLARS-ON-LINE) terminal, two Xerox photocopiers, a TWX (for fast interlibrary loan service), a microfiche duplicator, an audiocassette duplicator, a microfiche camera, a microform reader/printer, videocassette players and associated 17-inch TV monitors, movie projectors, 35mm slide projectors, and other audiovisual playing equipment.

Loan periods are 2 weeks for books and 3 days for journals. The first overdue notice is a warning notice; thereafter, fines are assessed at $2.00 on the second notice, another $2.00 on the third notice, and an additional $1.00 on the fourth notice, making a total of $5.00. Fines on reserve books are $1.00 for each day overdue. Due to the high proportion of users relative to facilities, faculty members are asked to adhere to these regular loan periods.

Library facilities are open to any member of the faculty upon registering and securing a Library card. (The card bears a prepunched number that facilitates borrowing books in accordance with the Library's automated book-handling system.) Undergraduates may use materials in the Library but do not have borrowing privileges. Non-medical graduate students must secure written approval from a faculty member attesting to the student's need to borrow materials.

Books are classified according to the National Library of Medicine identification system supplemented by the Library of Congress system. Journals are shelved alphabetically by title.

New books may be recommended by members of the faculty and students of the School of Medicine, the College of Nursing, the College of Pharmacy, and the Allied Health Programs by use of the Book Purchase Request form. Approval copies are regularly received from a medical book wholesaler, and these copies may be reviewed by the above members of the faculty. The Library publishes a monthly acquisition bulletin. These are sent to faculty members of the Health Sciences, as well as to others who would logically be interested in the Library's listings. A monthly serials list is also available for limited distribution.

The interlibrary loan service is reserved for the use of faculty members and students in the Health Sciences.

Museums, Collections, and Exhibits

The Maxwell Museum of Anthropology. In addition to standing exhibits displaying North and South American Indian cultures as well as those other primitive and prehistoric peoples, the Maxwell Museum features special thematic exhibits, changed every six months, on such cross-cultural studies as the story of Indian corn and the story of Navaho weaving. The museum is in the south wing of the Anthropology Building.

The Geology Museum. Designed to supplement the educa-

tional program as well as to offer exhibits to the public, the Geology Museum displays minerals, rocks, ores, fossil plants and animals, and geologic maps. Of special interest is the seismic recorder which can be seen in operation. On display are seismograms of recent newsworthy earthquakes and atomic tests. The museum is located in the Geology Building.

The Museum of Southwestern Biology. This museum, located in the Biology Building, is the most important single source for the study of New Mexican vertebrates and plants. A research and study museum, it is maintained for the use of all serious students of Southwestern field biology, but primarily for the students and staff of the University.

The Institute of Meteoritics. The Institute of Meteoritics (see also *Research Support*) has an outstanding exhibit of meteorites, tektites, and associated meteoritical materials.

The University Art Museum. Opened in October 1963, the University Art Museum is among the finest in the Southwest. The facilities permit concurrent presentation of selections from the University's permanent collections together with a continuing series of major exhibits of national importance. Among the latter are included such recent exhibits as Impressionism in America, Art Since 1889, and The Painter and the Photograph, all of which traveled to other art galleries and museums throughout the country. Masters' thesis exhibits (M.A. and M.F.A.) are scheduled annually toward the end of the spring semester. The museum is located in the Fine Arts Center.

The Jonson Gallery—UNM. The Jonson Gallery specializes in contemporary art and presents monthly exhibits of one-man or group shows. During the summer, the gallery presents an annual exhibition of paintings by Raymond Jonson, Director of the Gallery. The Gallery is located on campus at 1909 Las Lomas Road, N.E., and is open to the public daily.

The Harwood Foundation. The University of New Mexico maintains the Harwood Foundation in Taos, New Mexico. The Foundation has an excellent and extensive collection of paintings by artists who have lived and worked in New Mexico, and a fine collection of New Mexican santos. Selections from the collections are frequently exhibited.

Santa Fe. Note should also be made of several museums and collections in nearby Santa Fe, especially the New Mexico Museum, the New Mexico Museum of Art, the Hall of Ethnology, the

Laboratory of Anthropology, the Museum of International Folk Art, and the Museum of Navaho Ceremonial Art.

(See also *Concerts, Lectures, and Other Cultural Activities.*)

New Mexico Union

The New Mexico Union is a social and extracurricular center of the campus community, a focal point for campus out-of-class activities for students, staff, and faculty. As such, the Union serves as one of the unifying forces in the life of the University, performing the important function of presenting opportunities for the exchange of ideas and opinions between faculty and students in a congenial, informal atmosphere.

While a group of committees, working with the Student Government and Union staff members, has the responsibility for planning and executing a core program of activities for the Union, the Union facilities are open to all campus-related groups. These facilities include:

Tio Vivo. The Tio Vivo cafeteria service is open daily for meals. (A shorter schedule is in effect during vacation periods and the Summer Session.)

Desert Room. The Desert Room serves hot lunches and salads, Monday through Friday. (Closed during vacation periods and Summer Session.)

Casa del Sol. The Casa del Sol is open from Monday through Friday. (Closed during vacation periods, and the Summer Session.) A variety of Mexican foods is available.

The Food Service Office. In addition to the normal operations outlined above, the Food Service Office is also able to provide a versatile catering program for groups of various sizes attending meetings and other functions within the Union. Limited catering facilities are available to faculty members for events outside the Union.

Games Area. The Games Area includes billiard tables, table-tennis tables, several card tables, lounging facilities, and locker space for storage of equipment. While equipment for these activities is available in the Area, in some instances for a nominal rental fee, items are also offered for sale to those who wish to own their equipment.

Scheduling Office. All events taking place within the Union (including those involving food service) are scheduled through the Scheduling Office, located in the main office on the second floor.

Student Information Center. This center in the main lobby maintains a schedule of events for the entire campus.

Calendar. A large master calendar is posted in the main lobby showing all events as they are scheduled for the school year.

Other areas. Within the Union are other facilities such as a 200-seat theatre, grand ballroom, meeting and conference rooms, ticket booth, hobby-crafts area, and the like.

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 5/1/71, 8/15/73, 7/1/74, 7/1/75

Off-Campus and Independent Study Courses

The University offers credit courses of two distinct types in various communities throughout the state:

1. Residence credit courses are held in centers at the Los Alamos and Santa Fe Graduate Centers, the Gallup Branch College, and the Northern Branch College, the latter with headquarters in Española. The Gallup and Northern Branch Colleges are concerned only with undergraduate courses, with teaching personnel recruited largely from local sources, subject to the approval of the respective department chairmen at the University. Los Alamos and Santa Fe, on the other hand, are centers for graduate study, although some undergraduate work is offered at Los Alamos. Although some of the instructional staff may be recruited locally, regular University faculty members are given priority. Courses taught at these graduate centers are counted as part of the regular work load, with additional dislocation salary paid for such work.

2. Extension courses for credit are offered wherever there is sufficient demand. University faculty members are given priority here also, and they receive additional salary, plus travel and per diem expenses. Qualified persons other than University faculty members may be recruited, but they must be approved by the proper department chairmen and by the Graduate School in the case of graduate courses.

Independent study through correspondence is offered to any qualified person, anywhere in the world, who wishes to earn University credit but cannot attend organized classes. The University also participates in the correspondence program of the United States Armed Forces Institute. Regular faculty members are urged to teach in these programs. Compensation is extra and the work is in addition to the regular teaching load.

Additional compensation earned through instruction of extension and independent study courses must not be in violation of the Policy on Extra Compensation, *q.v.*

Page revised 12/15/67, 9/1/68, 5/1/71, 11/1/72, 8/15/73, 7/1/74, 7/1/75

Off-Campus Instruction

The following statement of policy regarding off-campus instruction was approved by the University Faculty on April 24, 1956:

STATEMENT OF POLICY ON OFF-CAMPUS INSTRUCTION

With the continued growth and expansion of the University of New Mexico, it is anticipated that there will be increasing desire, and perhaps need, to deviate from traditional on-campus study in favor of off-campus programs of instruction as part of the course of study for a bachelor's degree.

The Faculty of the University of New Mexico is favorable to such deviations from the traditional four-year course of study by qualified students in continuous association with an academic institution of higher learning provided: (1) that adequate standards and safeguards are established whereby the quality of such programs is at least equivalent to that of on-campus instruction; and (2) that students participating in such programs must be in sufficient continuous association with the physical, social, and other activities of the University to assure the opportunity to identify themselves with the philosophy, ideals, customs, and traditions of the University.

The following regulations are therefore adopted to provide such assurances:

1. Any such plan shall conform to the 30-hour validation rule, correspondence, extension, and grade-point-average rules.

2. A plan of off-campus instruction shall be permitted for credit only if it is under direct University sponsorship, planning, continual supervision, and evaluation, both as to context and as to instruction.

3. Use of cooperating instructors and specialists in off-campus work is expressly approved; but their participation in cooperative programs shall not be sufficient grounds for granting them membership in the University Faculty.

4. Each proposal for deviation from conventional methods of offering instruction for credit toward a degree, following approval by the usual academic channels, shall be submitted to the Curricula Committee for scrutiny to determine whether or not it meets the requirements set forth in this statement. It shall be incumbent on the proponents of such a proposal to affirmatively show compliance with this policy. The Curricula Committee shall be charged with the duty of reporting to the Faculty whether or not the program is in compliance with the policy.

5. In all instances, degrees (other than honorary) granted by this University shall represent a recognition of full responsibility by the University. The University shall not lend its name or reputation to any cooperating agency or institution.

Organizations

Members of the faculty will find a variety of campus organizations to suit their particular interests. There are active chapters of the American Association of University Professors, the New Mexico Education Association, Phi Beta Kappa, Phi Kappa Phi, Sigma Xi, and a variety of professional, departmental, and informal groups.

The Faculty Women's Club. Membership in the Faculty Women's Club is open to women who are administrative officers or members of the faculty with the rank of full-time instructor or above and to the wives of men of similar rank. The purpose of the Club is to promote social life, render service, and provide an opportunity for members to associate according to various interests. An annual faculty dinner dance and the sponsoring of several scholarships are among the special projects of the Club. Members also serve as volunteers to assist the staff of the Maxwell Museum of Anthropology.

Photo Service

The University Photo Service offers a variety of photographic assistance. It is equipped to take both still and motion pictures and can produce slides, film strips, or mounted pictures in black-and-white or color. Typical applications of the Service include photographic illustrations for University publications, research reports, theses, and dissertations, film strips or slides depicting pictorial scenes, graphs, or charts for use with classroom lectures; and in the area of personal photography, portraits or passport pictures.

The Photo Service supports itself with revenue from its services. Charges are either billed to the departments or collected as cash sales depending on type of work, authorization, and similar considerations.

Physical Plant Department Services

The Physical Plant Department is charged with the responsibility of keeping the plant clean and in good repair and is budgeted to maintain the buildings, their built-in appurtenances, the grounds, and the parking lots. In addition to this maintenance function, the Physical Plant also undertakes selected capital improvement projects for the various departments, and for work of this nature a requisition is required.

Requests for routine maintenance should be phoned to the Physical Plant Communications Coordinator through the faculty member's departmental office during regular working hours. The Coordinator will assign the request properly, and in the event the

request is not for work the Physical Plant is budgeted to handle, he will request a requisition from the department concerned. In cases where remodeling or special equipment is required, a request should be made through the departmental office to the Manager of Construction and Maintenance. The Physical Plant Department will arrange for technical assistance in planning such work, and, after formal approval, will perform whatever work is required.

For newcomers to the campus, especially deans, department heads, and department secretaries, an audio-visual aid has been prepared that tells how to get service from the Physical Plant Department. It takes twenty minutes to see this informative slide/tape, and arrangements may be made by calling the Department.

Postal and Mailing Services

The University Postal Service is responsible for the pick-up of on- and off-campus mail and the delivery of on-campus mail. (Off-campus mail is delivered by the regional U.S. Post Office branch if the letter bears the complete address, i.e., building and room number of the faculty member or his department office. Mail addressed simply in care of the University goes to Postal Services for further sorting and delivery with on-campus mail.) The Mailing Department performs various services in connection with packaging and large-volume mailings.

Postal Services. "Campus Mail" is mail addressed by on-campus senders to on-campus recipients. This is picked up once a day at most buildings and twice a day at a few heavy-volume buildings. Campus mail (for which special envelopes are provided) requires no postage.

Both personal and official mail (all official mail must be properly identified) addressed to recipients off campus may be left at department offices or similar collecting points for pick-up by Postal Services. Postal Services will stamp (by meter) all official University mail before depositing it with the U.S. Post Office. The deadline for official mail to be metered and deposited is 3:00 p.m., although emergency mail will be metered until just before closing time at 5:00 p.m. Such late mail must be deposited by the sender. Personal mail must be stamped. Personal mail received at Postal Services without stamps is subject to being sent without postage. This could result in a postage-due charge to the recipient. In this connection, all letters bearing the sender's home address as the return address is presumed to be personal mail and is thus deposited whether stamped or not.

Faculty members or departments wishing to inform all campus personnel, or a segment of the campus personnel, about certain personal or official departmental matters, e.g., a house for

sale or rent or a new departmental service, may do so by making arrangements with Postal Services. The notices are delivered in bulk (i.e., without envelope or address) to department offices or other delivery points for distribution to individuals.

Campus mail, or U.S. mail sent at University expense, may not be used for political purposes or for the business of an organization unaffiliated with the University to which a faculty/staff member may belong, or by an individual faculty/staff member for personal purposes or distribution of materials unrelated to the over-all program of the University.

The Mailing Department. The Mailing Department is equipped to handle packaging, envelope stuffing, and large-volume mailings. The Department maintains various series of addressograph plates for routine general mailings. The use of these services is available to faculty members through their departments. Mailings can be specified for lists already maintained (e.g., the Secretary's Mailing List—all full-time faculty, deans and department chairmen, etc.), or a special list (for on- or off-campus mailings) may be submitted from which plates will be prepared for 12¢ each. Material and labor charges are billed (to the departments) for such services as wrapping, envelope stuffing and addressing, any of which can be ordered separately.

Printing and Duplicating Services

The Printing Plant, located in the Journalism Building, is equipped to do all types of printing, speed duplicating, letterpress, and offset. It has a complete type setting department, which includes Linotype, strike-on IBM and Intertype computer, with tape in-puts and a proofreading terminal. A type specimen catalog of various fonts is available for customer use. It also has a complete bindery with facilities for hard-cover book binding, side and saddle stitching, and hole drilling for looseleaf binding. Its humidity controlled storeroom is stocked with a wide selection of papers, most of which are available for purchase by University departments and colleges. Copy, editing, and layout services are not included in the Printing Plant services. (For these, refer to *Public Information Office, Publications Service.*)

The Plant operates on a self-sustaining basis. Requests for printed material originate at the department or college level and are implemented by use of the purchase requisition described in *Purchasing*. The Printing Plant serves all of the University departments and divisions. The University's formal printing policy was approved by the Regents on November 29, 1963:

PRINTING POLICY

For the past 45 years, the Printing Plant has been an integral part of University of New Mexico operations. This plant has been used to meet the University's increasing demand for quality printed matter at low cost, to

produce books in the University of New Mexico Press, and to print student publications and other University-related periodicals. Most other large colleges and universities in the United States have also found it necessary to operate such plants for the practical reason of economy—both in actual costs and in terms of the time of faculty, students and staff members whose work the printing plant processes.

In addition to meeting the needs of the University, the Printing Plant has been for many years an important resource for other educational institutions and research agencies in the state and the region, making its facilities available for production of their material.

While the production of work outside of this field would benefit the University, and thus the taxpayers of New Mexico, by permitting a somewhat lower cost ratio for Plant output, the University does not wish to and will not place the University Plant in competition with privately owned companies which are among the taxpayers who support higher education.

Therefore it is University policy to refuse to enter a competitive bid upon any job, or to accept under any circumstances, printing jobs which do not fall into one of the following three categories:

1. Those involving material directly related to education, scholarship or research sponsored by public and non-profit organizations.

2. Those which the State Purchasing Agent might specifically ask the University Printing Plant to produce in the special interest of the state.

3. Those in which the prospective client can show clear proof that the material otherwise could not be produced in New Mexico by New Mexico labor.

Public Information Office

The Public Information Office maintains liaison with press, radio, and television outlets in the community in a continuing attempt to present the story of the University to the public. It is a primary responsibility of the Department's News Bureau to see that newsworthy activities of members of the faculty are brought to public attention in the appropriate communications media, and faculty members are urged to communicate with the Bureau (rather than with the news media) concerning any such activities they wish publicized. Up-to-date biographical information on each faculty member (supplied by the office of the University Secretary) is maintained in the files of the Bureau for its use in news releases. Upon request, the Bureau will also provide background information about faculty members to any individual or organization in connection with the presentation of talks, lectures, papers, or similar services. The Department's Speakers' Bureau handles arrangements for faculty public speaking engagements off campus.

Although the various media are accustomed to receiving University news direct from the Bureau, their representatives will occasionally, in matters of current public interest, consult a faculty member directly. In such cases it is expected that he will answer questions and state his views as he sees fit, consistent with his knowledge and honest appraisal of matter at hand.

The following excerpt from the "1940 Statement of Princi-

ples on Academic Freedom and Tenure," approved by the Association of American Colleges and the American Association of University Professors, is pertinent in connection with the public activities of faculty members when acting in a professional capacity: "The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman."

Publications Service. The Public Information Office offers assistance in the preparation of brochures, booklets, and posters involving University or University-related material. The services include copy preparation, editing, photography, artwork, design, layout, and production. The purpose of this assistance is to free academic and administrative personnel from time-consuming work, to improve graphic art quality, and to reduce printing costs through standardization of materials and efficient scheduling of printing.

Although this assistance is used primarily by academic departments and administrative offices, individual faculty members, working through their departments, may also avail themselves of these services. Charges are made only for production expenses and the fees for graphic artists when they are required.

Additional information may be obtained by consulting the Public Information Office.

Recreational Facilities

The Faculty Recreational Program. An extensive faculty recreation program under the supervision of the Director of Student-Faculty Recreation and Intramurals is conducted in the Johnson Gymnasium. Times set aside for this program may be determined by consulting the office of the Department of Health, Physical Education, and Recreation or the monthly Recreational Activities Calendar posted in the corridor at the northwest corner of the main floor of the gymnasium. In the gymnasium are two large arenas, two swimming pools, handball courts, weight-lifting room, and other specialized areas. All these facilities are available for use free of charge, and a man is on duty in the

equipment room during these times to distribute equipment such as badminton and tennis rackets, jump ropes, basketballs, and the like. Facilities for this program also include the outdoor tennis courts. All facilities are open, as part of the program, to the faculty member's family, including children.

New Mexico Union. In addition to cultural and fine-arts activities, food, and the like, the New Mexico Union also offers facilities of a more directly recreational nature. For a description of these facilities as well as the other services of the Union, refer to the section headed *New Mexico Union*.

Summer Session Recreation. During the Summer Session, at certain hours each day, most of the regular faculty recreational facilities mentioned above are available. The precise schedule may be determined from the Intramurals Department. A recreational swimming card is necessary for access to the pool. Faculty members may obtain cards for themselves and members of their immediate families (except children under 6) at the pool after proper identification.

Golf. The University has two golf courses, both open to the public. One is located on the north campus, off Stanford Drive, NE, while the south golf course borders Interstate Highway 25 and is just north of the Rio Bravo interchange. The membership fee for faculty members for use of the south course (which also includes playing privileges at the north course) is $10 per month, with an extra charge of $2.50 per month for each additional dependent member of the family. A limited membership, which permits play at the north course only, is available at $6.50 per month, plus $1 per month for each additional dependent family member.

Professional instruction is available, at the south course only. The courses are open generally from sunrise to sunset daily, but reservations are advisable for weekends and holidays.

Telephone and Telegraph

Telephone Service

1. All University telephones are controlled by one exchange prefix (277-), with each phone having an individual four-digit number. For on-campus calls, the four-digit number listed in the Faculty-Staff Directory serves as an extension number and is dialed without using the exchange prefix.

2. When the extension number is known by the caller, incoming calls, both local and long distance, are received directly

at the individual phone; i.e., without going through the University switchboard. Similarly, if you are calling a known University number from off campus, dial 277 and then the four-digit extension, and you will get the number without going through the University switchboard.

3. The University switchboard operates from 7:00 a.m. to 5:30 p.m., Monday through Friday, but it will be apparent from the above that incoming and outgoing calls, where the number is known, are independent of the switchboard.

4. The University switchboard still serves as a source of information, however. For campus numbers not listed in the Faculty-Staff Directory, dial "O" if you are on campus. If you are off campus, you may reach the University operator by dialing 277-0111.

5. For local Albuquerque calls, consult the city telephone directory for the number, dial "9", wait for the dial tone, and dial your number.

6. Do not make personal long distance calls from University phones. In case of an emergency, dial "O" and ask for the switchboard supervisor.

7. All official long distance calls must be placed through the UNM Operator. The following procedures should be followed:

a. Before calling the UNM Operator, be prepared to give her the following information: the account number the call is to be charged to, your name, your department and the destination.

b. Dial "8" for the UNM Operator. Give her the above information.

c. One of the following procedures will occur, depending on which type of call is being placed:

NETWORK CALL: The Operator will tell you to proceed with dialing. You will dial the Network telephone number only to reach your party.

IN-STATE CALL: The Operator will tell you to dial "36." This will connect you with the State Operator. She will ask you for the University of New Mexico Identification Code Number. It is "299." She will then tell you to proceed with dialing. You will dial the complete seven-digit number of the party you are seeking. If you do not know the number of the person to be called, dial 9-1-555-1212.

OUT-OF-STATE CALL: The Operator will tell you to dial "37." This will connect you with the State Operator. She will ask you for the UNM Identification Number (which is "299"), plus the Area Code of the party you are seeking. She will then tell you to dial either "1," "3," "5," or "6." After dialing this digit, await dial tone; then dial the proper Area Code Number and the complete seven-digit number of the party you are seeking. If you do not know the number of the person to be called, dial 1-area code-555-1212.

d. Calls not completed must be cancelled before 5:00 p.m. on date placed, or the call will be charged.

8. Calls made from a campus phone or which originate off campus may be transferred by following this procedure: Depress and release the receiver ONCE. When the operator answers, ask her to transfer the call to the proper person and give her the extension number if you know it.

9. Please do not ask the University operators to take your telephone messages.

10. Notify UNM operator, 4444, immediately of any number changes.

11. For repair service, call 9-266-5621.

Telegrams and Radiograms. Telegrams and radiograms should be placed directly with Western Union (1800-325-5400), using the University's master requisition number which may be obtained from the Purchasing Department (Ext. 2036). If the sender wishes a duplicate copy sent to him/her, make this request of Western Union before reading the message.

Television

Owned jointly by the University of New Mexico and the Albuquerque Public Schools, and operated in cooperation with the New Mexico State Department of Education, the University's television outlet for educational purposes, KNME-TV (Channel 5), presents a variety of network, exchange, and local programs, with the local productions amounting to one-half the total programming. Included in the local programming are courses in science, music, humanities, electrical circuits, and conversational Spanish. These are directed to various educational levels from preschool to college. Two such programs *(Science Nine* and *TV Kindergarten)* have received national awards for excellence from the Institute for Education by Radio-Television. Other programs originated locally include discussion sessions and documentaries, directed primarily to affairs of New Mexican interest. Taped versions of many of these local programs are sent to other educational TV outlets and, in some cases, to commercial stations as well.

University Development

The Development Office has general responsibility for organizing, implementing, and supervising a long-range plan for developing private financial support for the University, such support being essential to help bridge the gap between available resources and University needs. To this end, the Office maintains communications with alumni, the business community, and other segments of the public to heighten their interest in and support for the University's objectives and resources.

The Greater UNM Fund. All gifts and bequests to the University are coordinated as part of the Greater UNM Fund administered through the Development Office by a Board of Directors comprised mainly of alumni and certain administrative officers. Gifts received into the fund may be of several varieties, e.g., cash, real property, securities, art collections, books, etc., and they may or may not be offered with restrictions as to their use. The University has definite policy stipulations regarding the acceptance of gifts and bequests, a full statement of which is as follows:

POLICIES ON ACCEPTANCE OF GIFTS

The Regents of the University of New Mexico are empowered by law to acquire and administer property and to make contracts for the benefit of the University. In the exercise of such powers, the Board hereby adopts the following rules with respect to the acceptance of gifts, grants, bequests, legacies, or devises (hereinafter collectively called gifts) to the University.

A. **Unrestricted Gifts.** Gifts of money, securities, real estate or other forms of property free of any restriction as to the use, application or disposition thereof shall be accepted by the President or his delegate unless he shall determine that such property does not have any utility as such to the University nor any readily realizable market value.

B. **Restricted Gifts.** Gifts of money, securities, real estate or other forms of property offered to the University in trust for stated purposes or subject to restrictions or requirements as to the use, application or disposition thereof shall be accepted by the President or his delegate upon approval of such trust or restrictions by the Committee on Restricted Gifts, or by the Regents if acceptance could require an annual expenditure of more than $500 by the University.

C. **Gifts to Libraries, Museums and Galleries.** Gifts of tangible personal property to be held and administered by University libraries, museums, and galleries shall be governed by the separate statement of policy relating thereto. (This statement is attached hereto as Appendix A).

D. **Criteria for Rejection of Gifts.** The Committee on Restricted Gifts and the President shall be guided by the following general principles in deciding to reject an offered gift:

1. Gifts of property or for the purchase of property which are not useful in an established or projected program of the

University and which may not be sold or exchanged impose needless burdens on the Administration.

2. Gifts requiring commitments of space for storage or display may burden the University's facilities.
3. Where foreseeable expenses in connection with the administration of gift property exceed any possible benefit to the University, and the property may not be sold or exchanged, the gift should be rejected.
4. Where trust provisions or other restrictions applicable to the gift violate University rules and regulations or the provisions of law, the gift must be rejected.

E. Gifts Subject to Encumbrances. Any lien, security interest or other encumbrance against property proposed to be given shall be deemed a restriction on the property for purposes of these regulations. The University shall not become liable for any indebtedness affecting any gift property unless the Regents shall authorize assumption thereof.

F. Reporting Procedures. The acceptance of gifts shall be reported as follows:

1. When the gift is of a kind which may be acceptable within the provisions of authority delegated by the President, the person receiving the gift will report it directly to the Director of Development.
2. Other gift offers will be reported to the President, who will in turn notify the Director of Development of action taken.
3. When it is feasible to do so, a written statement will be secured from the donor stating the terms of the gift.

G. Appraisals. For insurance records it will usually be necessary to establish an estimate of the monetary value of donated gifts. This evaluation will be as close to the market value as can be determined by the staff receiving the gift. As a matter of policy, the value of gifts worth more than $500.00 should not be discussed to the donor, for to do so involves the University in the matter of appraisal. Any donor desiring an appraisal of the value of donated property should obtain the same from ordinary professional services.

Appendix A

POLICY RELATING TO ACCEPTANCE OF GIFTS TO UNIVERSITY LIBRARIES, MUSEUMS AND GALLERIES

This statement defines policies relating to the acceptance of materials which might appropriately be used or studied in connection with established or projected programs of the University libraries, museums and galleries. These materials may include books, works of art, and other objects or collections of scientific, historic or esthetic value; or monies given the University for the express purpose of purchasing such materials.

The authority to accept such gifts on behalf of the Regents is vested in the Committee on Gifts to Libraries, Museums and Galleries.* The acceptance of any gift that would require an annual expenditure of more than $500 by the University must be approved by the Regents. Recommendations regarding the acceptance of gifts will originate with the director of the unit of the University which is to have responsibility for such objects or materials subsequent to their acceptance. In general, it shall be University

* Hereafter referred to as "the Committee."

policy that all such gifts received shall be under the direction and control of an appropriate administrative unit. Cases in which a question might arise as to which of several University departments or units should properly have responsibility for acceptance and subsequent care of a given object or collection will be referred to the Committee for its determination.

The Committee may at its discretion delegate to the director of any unit of the University authority to accept gifts of certain specified kinds.

Because the University cannot properly accept gifts of materials that it will be unable to use, house, display, or dispose of as the case may be, it is necessary that each offered gift be considered most carefully to determine that both the gift itself and the terms and conditions under which it is given are in conformance with the policies herein established.

For practical reasons, the following classes of gifts should be regarded as unacceptable:

1. Gifts of little or no usefulness to the University's program for instruction, research or public service.

2. Gifts requiring commitments of space for exhibition and/or storage disproportionate to the inherent usefulness of the gifts.

3. Gifts requiring financial commitments disproportionate to the inherent usefulness of the gift.

4. Gifts with accompanying conditions or terms which require permanent display or exhibition or which otherwise limit the University's freedom of future action.

5. Gifts which cannot be accepted for legal reasons or because their acceptance would place upon the University a trust which cannot be met.

In cases of doubt as to the acceptability or non-acceptability of any such gift, the director of the unit concerned will present full information to the Committee, including all correspondence with the prospective donor relating to the terms or conditions of the gift.

In the event that the Committee should decide that a gift must be declined, care should be taken that the donor or his friends not be discouraged from considering other gifts which the University might welcome. It is better, however, to show disinterest in a particular gift than to accept it under circumstances in which the University is unable or unwilling to meet the terms or conditions of the gift.

The acceptance of gifts shall be reported as follows:

(1) When the gift is of a kind which may be acceptable within the provisions of authority delegated by the Committee, the director of the unit receiving the gift will report it directly to the Director of Development, sending a copy to the Committee.

(2) Other gifts will be reported to the Committee, which will in turn report to the Director of Development, indicating action taken.

(3) When it is feasible to do so, a written statement will be secured from the donor stating the terms of the gift.

For insurance records it will usually be necessary to establish an estimate of the monetary value of gifts-in-kind. This evalution should be as close to market value as can be determined by the staff receiving the gift. As a matter of policy, the value of gifts worth more than $500.00 should not be disclosed to the donor, for to do so involves the University in matters of appraisal.

In the interest of developing an effective program of gift and financial support and to avoid duplication, it is of vital import-

ance that faculty members who solicit financial support or gifts on their own initiative coordinate their efforts with the Development Office. The first step in this procedure is for the faculty member to report to the Office through his dean or department chairman on the form provided for this purpose.

Allocations from the Greater UNM Fund. Allocations from the Unrestricted Account of the Greater UNM Fund are available from time to time. Allocation applications are solicited twice a year by the Development Office, generally in the fall and spring. Projects considered to have the highest priority by the Allocations Committee are those that are experimental or innovative in nature, that would benefit primarily members of the University community, particularly students or prospective students, and that would enhance the teaching and service capabilities of the University.

Specific guidelines for preparing applications are provided when allocation requests are solicited by the Development Office.

Requests will be reviewed and approval recommended or denied by the Allocations Committee of the Greater UNM Fund to the Fund's directors. The Allocations Committee is composed of the Academic Vice President, the Vice President for Business and Finance, two faculty members, two alumni members, and the Director of Development.

University Facilities

POLICY ON SPECIAL USE OF CERTAIN UNIVERSITY OF NEW MEXICO FACILITIES

COMMITTEE ON SPECIAL USE OF UNIVERSITY FACILITIES

The Committee on Special Use of University Facilities executes policy and settles conflicts concerning the special use of Johnson Gym, the Arena, the Stadium, the Union Ballroom, and any other University facility not specifically scheduled by another entity.

(Membership: Vice President for Student and Campus Affairs, chairman; the Comptroller; the Dean of Students, the Dean of Continuing Education and Community Services; a representative of the Student Activities Office; the Director of the Physical Plant Department; the Graduate Student Association president; and the president of the Associated Students of the University of New Mexico. The following serve on the Committee, ex-officio without vote: Chairman of the Department of Health, Physical Education, and Recreation; Chairman of the Speakers Committee; Chairman of the Popular Entertainment Committee; Director of the New Mexico Union; and the Athletic Director. When the Committee is acting as an arbitration board, of the three officials with facility jurisdiction, only the one having jurisdiction of space involved in the dispute and only the student chairman whose event is in dispute will sit.)

POLICY

I. JURISDICTION

Central Administration, while reserving final jurisdiction, has delegated

operational jurisdiction and space allocation of the following facilities to the indicated official:

Johnson Gym—Chairman of Health, Physical Education & Recreation (Except academic areas scheduled by Records Office)
Union Ballroom—Union Director
Arena and Stadium—Athletic Director

II. SCHEDULING

Any scheduling of space, other than for the intended purpose or normal use, in Johnson Gym, the Arena, the Stadium, and other facilities not specifically scheduled by another entity of the University must be done by the Director of Continuing Education and Community Services or his designee.

III. STUDENT GROUPS ELIGIBLE TO USE ABOVE FACILITIES

Only those student groups with University-wide constituencies may use these facilities for money-making purposes or to present events under the auspices of outside entertainment entrepreneurs. These groups are, specifically, the student governments and their component parts—especially the Popular Entertainment and the Speakers Committees. (This restriction also applies to Popejoy Hall and any other University facility which might be affected by it.) The Student Activities Office is officially designated to coordinate programs of these committees.

Exceptions to this policy may be arranged occasionally by groups producing local talent shows that do not involve contracts for services of outside entertainment entrepreneurs.

University officials responsible for scheduling these facilities are required to inquire as to the eligibility of any group requesting facilities.

IV. USE BY NON-UNIVERSITY GROUPS

As a general rule University facilities will not be available to non-University groups for the purpose of presenting money-raising events. Other requests by non-University groups will be evaluated by the Committee.

V. BENEFITS

On-campus groups who use University facilities for money-making purposes will use the proceeds only for the regular purposes set forth in their charters. No on-campus group will use its University relationship as a paper authorization for any other group.

University academic and administrative departments will not be expected to present benefits of any kind.

VI. PRIORITY OF USE

Regularly scheduled events or classes have the first priority in these facilities.

VII. PRIORITY OF FUNCTIONS

Any reasonable request for special use of these facilities will be considered by the appropriate official. However, in consideration of the limitations listed below, priority will be given to: 1) traditional events (e.g., the NIZHONI dances); 2) events in the regular program of the group making the request; 3) fortuitous events, only if they can meet all of the requirements—particularly those concerned with advance notice.

VIII. PRE-EMPTING

On occasion regularly scheduled events may be pre-empted for a special event if the following conditions exist (pre-emption is more justified if the regularly scheduled event is of an informal nature):

a. An eligible group makes the request.
b. The request is made far enough in advance to give notice to persons

scheduled to use the facility (if possible at the beginning of the semester and in any event not less than two weeks).

c. Not more than two or three such requests are made in a semester.

d. Preparation for the event is thorough, providing for all necessary protection of the facility as well as extra clean-up if needed.

e. The eligible group assumes full responsibility for all details, guaranteeing that no cost will accrue to the University nor to any department involved in the events.

f. The pre-emption is approved by the Chairman of the Committee on Special Use of University Facilities.

IX. RESOLUTION OF CONFLICTS

Disputes (whether before or after the event) will be resolved by an appeal to the Committee.

RULES

Popular entertainment events are an exclusive function of the Popular Entertainment Committee and that Committee's approval must be obtained by any other on-campus group wishing to present this kind of entertainment.

If it is expected that the proceeds from a student-sponsored event will exceed $500, the UNM Student Activities Ticket Office is the only agency authorized to collect money for admission to that event in any University facility except Popejoy Hall.

University of New Mexico Bulletin

The University of New Mexico Bulletin is issued eight to ten times annually, under second-class permit. The series includes the General Issue and bulletins of the Graduate School, School of Law, School of Medicine, Anderson School of Business and Administrative Sciences, College of Pharmacy, Summer Session, Community College, and Independent Study. The frequency statement, required by postal regulations, and scheduling of the various issues is the responsibility of the University Secretary.

INDEX

Absence, Faculty, 66F
Absence, Student, 111-112
Academic Due Process, 18C, 116-116B
Academic Freedom, 18A, 24-25, 34-50B, 74
Academic Freedom and Tenure Committee, 22, 24-25, 34, 36-42, 42A, 66C-66F, 68
Academic Load, 51
Academic Year, 7
Accident Insurance, 32, 46, 63, 65
Accidents, 89
Accounting, Contract and Grant, 19A
Accounting, General, 19A
Accreditation, 7, 33D
Adjunct Appointments, 33C
Administration, 19-20, 23, 123, 148
Admission, 7
Admission Rates, 71
Admissions and Records, Dean, 20, 27, 28, 31, 33
Admissions and Records Office, 19A, 98-102, 123
Advisement, 97, 108-111
Advisers to Regents, 17
Affirmative Action Plan, 42B, 57
Afro-American Studies, 16
A.F.R.O.T.C., 15, 19A, 20, 20A, 28
Agenda, Faculty, 21, 24, 31
Aims, Institutional, 20A, 33B
Albuquerque Bar Association, 116B-116D
Allied Health Programs, 19A, 130
Alumni Association, 119, 123, 144
Alumni Office, 19A, 119
Amendments, 23
American Association of Collegiate Registrars and Admissions Officers, 28
American Association of University Professors, 34, 43-50, 87, 137, 141
American Council on Education, 87
Andean Study & Research Center, 16, 19A
Anderson, Clinton P., Room, 129
Annual Reports, 88
Annuities, Tax-Deferred, 72
Anthropology Museum, Maxwell, 131, 146-148
Appeals, 18B, 113
Applied Behavioral Research, 82B
Appointment and Promotion Policy, 52-55
Appointments, 34-35A, 42A-D, 51-55, 58, 61A-61B
Arbitration, 148
Architect, University, 19A, 26
Architecture and Planning, School of, 16, 19A, 29, 33D, 42B
Arena, University, 148
Art Museum, 132, 146-148
Arts and Sciences, College of, 8, 15, 19A, 28, 29, 42B
Assistantships, 124-124A
Associate of Arts Degree, 82B
Associated Students, 17, 27, 30, 33, 33A, 112, 113, 114, 116B, 116C, 117, 121, 148
Association of American Colleges, 34, 43-50, 141
Athletic Council, 25-26, 124B-125
Athletic Director, 25, 125, 148, 148A
Athletic Events, 71
Athletics, Intercollegiate, 19A, 20, 25-26, 124B-125
Attendance, Student, 111-112
Audio Service Unit, 124B
Audiovisual Services, 124B, 127-130, 137, 138
Audited Courses, 61A, 61D, 98
Auditing and Systems, 19A
Auxiliaries and Services, 19A

Ballot, Mail, 23
Bequests, 145-148
Bernalillo County Medical Center, 19A
Biographical Record Form, 88
Biology Museum, 132, 146-148
Board of Educational Finance, 32, 72
Bookstore, UNM, 19A, 117, 119
Branch Campuses, 16, 19A, 27, 42D, 135
Budget, 19A, 21
Building Committee, 26, 33C
Bulletin, UNM, 148B
Business and Administrative Sciences, Robert O. Anderson School of, 7, 15, 19A, 29, 33, 33D, 42B, 61D, 122, 129A, 148B
Business Ethics, 19
Business and Economic Research, Bureau, 15, 19A, 79, 82A-82B
By-Laws, 24

Campus Disorders, 18-18E
Campus News, 124
Campus Planning Committee, 26
Campus Safety Committee, 26
Campus Safety Office, 19A, 26, 89-90
Campus Security, 19A, 74, 89
Career Services Center, 19A, 110
Carrels, 128
Center for Research Libraries, 129A
Chairmen, Departmental, 35, 35A, 51-52, 59, 61D-62, 66A-66D, 73, 77, 81, 84, 101-102, 104, 104A, 105, 135

185

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 5/1/71, 10/1/71, 11/1/72, 8/15/73, 7/1/74, 7/1/75

"Challenge" Exams—see Examination to Establish or Validate Credit
Change in College, 98
Change in Program of Studies, 98-100
Chicano Studies, 16
Civil Defense Program, 19A
Civil Engineering Research Facility, 19A, 32
Class, 7
Class Interval, 108
Class Lists, 98, 100
Class Scheduling, 101
Classification, 7
Classified Research Policy, 74-75
Classroom Change Requests, 102
Clinical Appointments, 33C
Clinton P. Anderson Room, 129
Closed Circuit Television Unit, 124B
Closed Period, 102-103
Code of Conduct, 19
Collections, 131-133
College, 7, 97-100
College Enrichment Program, 19A, 82B
College Organization, 22-23
Committee on Gifts, 145-148
Committees, 22, 24-33B; also see name of individual committee
Community College, 9, 15, 27, 97, 121, 148B
Compensation, Extra, 59-61, 121-122, 135
Comptroller, 19A, 58, 61, 61A, 61C, 72, 94, 96, 123, 124A, 148
Computer Use Committee, 26-27
Computing Center, 19A, 20, 26-27, 119
Computing and Information Science, Division, 19A
Concert Hall, see Popejoy Hall
Concerts, 17, 120-121
Concessions, 19A
Conduct Code, 19
Conferences, 121-122
Conflict of Interest, 19, 60, 84-87
Constitution, Faculty, 20-24
Construction-Maintenance Division, 19A, 138
Consulting, 59-61, 74
Continuing Education Committee, 27
Continuing Education and Community Services Dean, 20, 27, 148
Continuing Education and Community Services Division, 15, 19A, 27, 33D, 61D-62, 97, 121-122, 127, 135
Contracts, 42A-D, 56, 57-58
Convalescent Care—see Nursing Home Benefits
Copyrights, 88-89
Coronado Credit Union, 61, 122-123
Correspondence Courses—see Independent Study
Counsel, University, 19A, 20, 91
Counseling, 97, 108-111
Counseling Center, 19A, 97, 110
Course, 8
Course Change Procedures, 99-100
Courses, Tuition-free, 61D-62
Courtesy Letter, 123
Credit, 8, 74, 104
Credit Hours, 7
Credit-No Credit Option, 99, 100, 104, 106
Credit Union—see Coronado Credit Union
Criminal Justice Studies, 19A, 82B
Cultural Activities, 17, 120-121, 137
Cultural Awareness Center, 19A
Cultural Program Committee, 27, 121
Curricula Committee, 27-28, 136
Curriculum, 8
Custodian Division, 19A

Data Processing Center, 19A, 31, 123
Dates of Campus Duty, 56, 59-61
Dean of Admissions & Records, 20, 27, 28, 31, 33
Dean of Students, 20, 23, 27, 30, 31, 33, 33B, 97, 100, 111-112, 114, 116, 148
Deans, Academic, 20, 22-23, 28, 29, 35A, 51-52, 59-61A, 61D-62, 69, 73, 75-78, 84, 103, 104, 105
Deductions, 61
Degree, 7, 8
Degree, Graduate, 56
Dental Programs, 19A
Department, 8, 51-52, 61A, 107-108
Departmental Organization, 22-23
Desert Room, 133
Development Office, 19A, 33, 145-148
Directory, Faculty-Staff, 89, 124, 142-144
Directory, Student, 112
Disability Insurance, 63-65
Disability Retirement, 70
Disadvantaged Students, Services for, 19A, 82B
Discipline, 33A-33B, 113-116D
Discounts, 71
Discrimination, 57
Dishonesty in Academic Matters, 103-104
Dismissal—see Termination of Services
Disorders, Campus, 18-18E
Distinction, Graduation with, 28
Dramatic Arts—see Theatre Arts
Drop and Add Procedures—see Course Change Procedures
Due Process, 18C, 116-116B
Duplicating Services, 128-129, 130, 131, 139

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 5/1/71, 10/1/71, 11/1/72, 8/15/73, 7/1/74, 7/1/75

Duty, Campus—see Dates of Campus Duty

Educational Planning and Development, Bureau, 19A
Education, Adult, 17
Education, College of, 8, 15, 19A, 29, 33D, 42B
Education, General, 16
Education, Special and Professional, 17
Education and World Affairs, 78
Elective, 8
Electronic Repair Unit, 124B
Emergency Procedures, 89
Emergency, State of, 18E
Emeritus Faculty, 61D
Employee Relations Division, 73
Employment, 56-57, 59-61
Energy Research Center, 82
Engineering, College of, 8, 15, 19A, 29, 33D, 42B, 82
Engineering, Research, Bureau, 19A, 32, 79, 82
English, Department, 120
Entrance and Credits Committee, 28, 103, 105, 107
Enrollment of Faculty in University Courses, 61D-62, 98
Environmental Research & Development, Center for, 19A, 82B
Equal Employment Opportunity Coordinator, 19A, 20
Equal Employment Opportunity and Affirmative Action Plan, 57
Ethics, 18A, 19, 34, 39, 43, 50A, 125
Ethnic Studies Programs, 16, 19A
Examination to Establish or Validate Credit, 104
Examination Schedule, 101A, 107
Examinations, Senior, 28
Exchange-Visitor Program, 125
Exhibits, 131-133
Ex-officio Members of Committees, 24
Extended Care Benefits—see Nursing Home Benefits
Extension Courses, 17, 135
Extramural Utterances, 34, 43, 50A-50B

Facilities, Committee on, 148-148B
Facilities, University, 60, 61A-61B, 91-91A, 148-148B
Faculty, 17, 18B-18E, 33C
Faculty Absence, 66F
Faculty-Administrative Advisory Committee, 40-41, 42
Faculty Advisory Committee, 36-42
Faculty Agenda, 21, 24, 31
Faculty Committees, 22, 24-33C
Faculty Constitution, 20-24
Faculty Contracts, 56, 57-58
Faculty Duty, 56, 66F, 112
Faculty Exchange Center, 123
Faculty Housing, 66B
Faculty Meetings, 21, 23, 24
Faculty Membership, 20-20A, 22
Faculty Privileges, 61D-73
Faculty Research Fund, 81
Faculty Responsibilities, 20A
Faculty Tuition Waiver, 61D-62
Faculty Women's Club, 137
Fellowships, 33C, 61-61A, 62
Film Library, 124B
Fine Arts Center, 121
Fine Arts, College of, 8, 15, 19A, 27, 29, 42B, 120
Fine Arts Events, 71
Fine Arts Library, 127, 129-129A
Fiscal Year, 8
Food Service, 19A, 133, 134
Food Stores, 19A
Foreign Faculty and Students, 61B, 125
Foreign Visitors, 61B
Freedom—see Academic Freedom and Tenure
Fulbright Fellowships, 125
Functions, Duties, and Composition of Standing Committees, 24-33C
Fund, Greater UNM, 145, 148

Gallup Branch College, 16, 19A, 42D, 135
Games Area, 133
General Honors Council, 28
General Honors Program, 19A, 28, 107-108
General Library, 19A, 30, 127-129A, 146-147
Geology Museum, 131-132, 146-147
Gerontology Center, 83
Gifts, 145-148
Gifts to Libraries Committee, 33C, 146-147
Glossary of Terms, 7-10
Golf Course, 19A, 142
Government, 17-19
Government Research Division, 15, 19A, 82B
Government-Sponsored Research, 84-87
Government, Student, 104, 112, 116, 120-121
Grabo Memorial Lectures, 120
Grades and Grade Reporting, 99, 100, 105-107, 111-112
Graduate Assistants, 39-39A, 96, 124
Graduate Committee, 23, 29, 31, 124
Graduate Financial Aid, 124
Graduate School, 8, 15, 19A, 23, 124, 124A, 148B
Graduate School, Dean, 23, 25, 28, 29, 32, 51, 54, 96
Graduate Student, 8, 124, 124A

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 5/1/71, 10/1/71, 11/1/72, 8/15/73, 7/1/74, 7/1/75

Graduate Student Association, 17, 27, 30, 33, 33A, 112, 113, 116B, 116C, 148
Grants, 110, 125
Grapnics Service Unit, 124B
Gratuities, 19
Greater UNM Fund, 145, 148
Greater UNM Fund Committee, 33C, 148

Harwood Foundation, 19A, 132
Health and Major Medical Insurance, 32-33, 46, 63-66
Health Education and Resources Center, 19A
Health Maintenance Organization—see Lovelace-Bataan Health Program
Health, Physical Education and Recreation Department Chairman, 148, 148A
High School Relations, 33
Historical Review, New Mexico, 19A, 80
Historical Sketch, 15-16
Holidays, 56, 58-59
Home Care Benefits, 65D
Honorary Consultant, 33C
Honorary Degrees, 8, 90
Honors, Departmental, 105, 107-108
Honors, General, 19A, 28, 105, 107-108
Housing and Food Services, 19A, 61B, 66, 133, 134
Housing for Faculty, 66B
Housing Committees, 33C
Human Beings as Research Subjects, 29, 74A-78
Human Research Review Committees, 74-78
Human Resources Development Center, 19A, 82B

Incomplete Grade, 105-106
Identification Card, 100, 124A
Independent Study, 27, 135, 148B
In-Service Training Unit, 124B
Institute for Social Research and Development—see I.S.R.A.D.
Institutes, 33B, 121-122
Institutional Aims, 20A, 33B
Institutional Research, 19A, 20
Instructional Development Unit, 124B
Instructional Media Services, 19A, 124A-124B
Insurance, 32, 46, 61B, 63-66, 66C-66D
Insurance Office, 63-65C, 68
Inter-American Affairs Division, 16, 19A
Intercollegiate Athletics, 19A, 20, 124B-125
Interim Standby Policy, 116A-116D
International Programs and Services, 19A, 61B, 125
Interval Between Classes, 108
Intramural and Recreation Board, 29-30
Inventions, 91B-93
I.S.R.A.D., 16, 19A, 32, 82A-83

Johnson Gym, 148, 148A
Jonson Gallery, 132, 146-147
Journalism, 33D
Junior College Level Programs, 27
Jury Duty, 90-91

Keys, 125-126
KNME-TV, 19A, 144

Latin American Center, 16, 19A
Law, School of, 8, 15, 19A, 29, 33, 33D, 42B, 79, 129A-130, 148B
Lawrence Ranch, 127
Learned Societies, 67
Leave, Maternity, 66F
Leave, Military, 66E-66F
Leave for Political Activity, 67-68
Leave, Professional, 66F
Leave, Sabbatical, 24, 66B-66D
Leave, Sick, 66F
Leave for Service Abroad, 66E
Leave Without Pay, 35, 66D-66E
Lecturers, 33C
Lectures, 17, 120-121, 122
Legal Advice, 91
Leisure and Recreation, Center for, 19A, 82A
Library Committee, 30, 129
Library, Fine Arts, 129-129A
Library for Science and Technology National Lending, 129A
Library, General, 19A, 29, 30, 31, 42B, 127-129A, 146-147
Library, Law, 19A, 129A-130, 146-147
Library, Health Sciences, 19A, 130-131, 146-147
Library, W. J. Parish Memorial, 127, 129A
Library Services, Dean of, 20, 20A, 27, 30, 32
Library, Zimmerman, 127-129A
Life Insurance, 32, 46, 63-64
Load, Academic, 51
Loans, 33, 110
Lobo, 117
Los Alamos Graduate Center, 15, 19A, 20, 21, 29, 135
Lovelace-Bataan Health Program, 65C-66

Mailing Department, 19A, 138-139
Major, 8
Mastercare, 66-66A
Master Plan, 26
Maternity Benefits, 65A-65B, 65D, 66D
Maternity Leave, 66F

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 5/1/71, 10/1/71, 11/1/72, 8/15/73, 7/1/74, 7/1/75

Maxwell Museum of Anthropology, 131, 146-148
Medicine, School of, 8, 16, 19A, 29, 30, 33D, 42B, 58, 63, 83, 130-131, 148B
Meetings, Faculty, 21, 23, 24
Meetings, Regents, 19
Mental Health Center, 19A
Mental Development Center, 19A
Meteoritics Institute, 15, 19A, 82, 132, 146-147
Military Leave, 66E-66F
Military Service, 100
Military Service Credit, 70
Minor, 8
Misconduct, 18-18E
Museums, 131-133, 146-147
Music, 33D, 120-121

NASA, 83
National and International Affairs Committee, 30
National Lending Library for Science and Technology, 129A
National Science Foundation Committee, 33C
Native American Studies, 16
Natural Resources Journal, 19A, 79
Nepotism, 56, 57
New Mexico Business, 79
New Mexico Education Association, 137
New Mexico Employment Security Commission, 73
New Mexico Historical Review, 80
New Mexico Research and Study Council, 19A
New Mexico State Unemployment Compensation Act, 73
New Mexico Studies in Business and Economics, 79
New Mexico Union, 19A, 30, 122, 133-134, 142, 148, 148A
New Mexico Union Board, 30, 148A
News Bureau, 19A, 124, 140-141, 148
Newsletter, 124
New Student Orientation Committee, 30-31
Non-Credit Courses, 121
Non-Degree, 27
North Central Association, 7, 33D, 124B
Northern Branch College, 16, 19A, 42D, 135
Notary Public, 134
N.R.O.T.C., 15, 19A, 20, 20A, 28
Nursing, College of, 8, 16, 19A, 33D, 42B, 130-131
Nursing Home Benefits, 65A-65B, 65D

Objectives, Institutional, 16-17, 20A, 33B
Off-Campus Instruction, 135-136
Office Hours, 56, 66D, 112
Opera, 121
Organization Chart, 19, 19A
Organizations, 91A, 137
Outside Activities, 19
Outside Employment, 59-60
Overseas Research, 78-79

Parish Memorial Library, 127, 129A
Parking, 19A, 61A, 91B, 113, 116
Patent Committee, 32, 91B-93
Patents, 32, 91B-93
Payroll Data, 58, 61, 91
Personnel, 19A, 73
Personnel Policies and Practices, 73, 94
Personnel Services, Assistant Director of, 33
Pharmacy, College of, 8, 15, 19A, 32, 42B, 130-131, 148B
Phi Beta Kappa, 137
Phi Kappa Phi, 137
Photoduplication Service, 128-129, 130, 131, 139
Photo Service, 19A, 137
Physical Plant Department, 19A, 26, 89, 96, 122, 126, 137-138, 148
Placement Center—see Career Services Center
Police, University, 89
Policy Committee, 17, 20A, 21-22, 24-33C, 42, 75, 93, 113, 116B, 116C
Political Activities, 67-68
Popejoy Hall, 19A, 27, 33, 33C, 71, 121, 148A, 148B
Popejoy Hall Board, 33C
Popular Entertainment Committee, 148-148B
Postal Services, 19A, 138-139
Postdoctoral Fellows, 33C, 61-61A
Pre-registration, 98
Prerequisite, 9
President, 18A-18E, 19, 19A, 20, 20A, 21, 22, 23, 26, 27, 28, 29, 31, 33A, 33C, 36-38, 40-42, 42D, 47-50, 51, 56, 60, 66C-66F, 74A, 91, 91B-93, 113, 116, 125, 145, 146
President's Report, 88
Press, University, 19A, 31, 80, 89
Press Committee, University, 31, 80
Printing Plant, 19A, 31, 139-140
Prizes, 33
Probation, Academic, 97
Probationary Appointments, 34-35A, 42A-D, 58, 66A-66D
Professional Leave, 66F
Professional Liability Insurance, 63
Program Change Request, 99
Program Series, 120-121
Promotion, 35A, 52-55
Psychiatric Care Benefits, 65A, 65D

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 5/1/71, 10/1/71, 11/1/72, 8/15/73, 7/1/74, 7/1/75

Psychiatric Help, 109
Public Administration, Division, 16, 19A
Public Information Office, 19A, 124, 140-141
Public Law and Services, Institute, 19A
Publication, 3, 43
Publications, 79-81
Publications Board, Student, 33-33A, 113, 116-117
Publications Service, 141
Publications, Student, 33-33A, 117
Purchasing, 19A, 94, 139

Quorum, 23, 24

Radio Board, Student, 33A, 113
Radiological Safety Committee, 33C
Radiological Safety Office, 19A
Ranks, Academic, 33C, 35, 54-55
Records Office, 98-102, 104-107, 148A
Recreational Facilities, 133-134, 141-142
Recruitment, Student, 33
Recruitment, Professional, 94
Re-employment, 35, 70
Referral Services, 108-111
Regents, 17-19, 19A, 23, 26, 38-39, 41-42, 47, 49-50, 52, 69, 91, 145, 146
Registrar, 20, 31, 104A
Registration, 9, 31, 97-98, 101
Registration Committee, 31-32
Relations, University, Director of, 19A, 20
Relatives, Employment of, 56-57
Religious Activities, 110-111
Reprints, 80-81
Research, 17, 29, 43, 52-53, 60, 61A-61B, 73, 74-87, 119
Research Allocations Committee, 32, 81
Research and Fellowship Services, Director, 19A, 20, 20A, 32, 62, 83, 87, 124
Research Assistants, 39-39A, 124-124A
Research Associate, 33C, 124A
Research Fund, University, 31, 81
Research Lectureship, Annual, 120
Research Libraries, Center for, 129A
Research, Overseas, 78-79
Research Policy Committee, 32, 74A
Resident, 9
Resignations, 34, 35A, 36, 50
Restricted Gifts Committee, 33C
Retirement, 32, 34, 40-41, 42C, 45-46, 66C, 66D, 68-70, 71, 72
Retirement and Insurance Committee, 32-33, 63, 68
Revenue Training Program, Bureau of, 19A, 82A
Rights and Responsibilities, 18B-18D, 91, 116A-116B

Sabbatical Leave, 24, 66B-66D
Safety Regulations, 89-90
Santa Fe, 132-133
Santa Fe Graduate Center, 16, 19A, 135
Schedule of Classes, 101
Scheduling, 101-102, 121-122, 134, 148A-148B
Scholarly Meetings, 66A
Scholarship, 17
Scholarships, 29, 33, 110
Scholarships, Prizes, Loans and High School Relations Committee, 33
Secretary, Faculty, 20A, 22, 24, 25, 41
Secretary, University, 19A, 20, 20A, 23, 24, 26, 31, 62, 78, 88, 116B-116C, 123, 139, 140, 148B
Security Benefits, 61D-73
Security, Campus, 19A, 89-90
Semester, 7, 9
Semester Hour, 9
Semester Hour Load, Allowable Maximum, 98
Senior Examinations, 28
Services and Medical Plant Division, 19A
Sick Leave, 66F
Sigma Xi, 137
Smoking, 111
Social Activities, 94, 102, 137
Social Research and Development, Institute for, 16, 19A, 32, 82A-83
Social Security, 66C, 71
Solicitation of Support, 94
Southwest Management Development Program, 122
Southwestern Biology Museum, 132, 146-147
Southwestern Journal of Anthropology—see Journal of Anthropological Research
Speakers' Bureau, 19A, 140
Speakers Committee, 33, 120, 148, 148A
Speakers, Off-Campus, 18C, 91-91A
Speech and Hearing Center, University, 108
Speech Pathology, 33D
Sponsored Research, 79, 83-87, 93
Stadium, 148
Staff and Student Employees, 94
Standing Rules, 21
State of Emergency, 18E
Stores and Receiving, 19A
Student Activities, 148-148B
Student and Campus Affairs Division, 19A, 25, 33, 97
Student Aids, Director, 19A, 25, 33, 110
Student Consultation, 112

Page revised 12/15/67, 9/1/68, 4/15/69, 1/20/70, 10/1/70, 5/1/71, 10/1/71, 11/1/72, 8/15/73, 7/1/74, 7/1/75

Student Government, 18B, 104, 112, 116, 120-121, 148A
Student, Graduate, 8
Student Health Center, 19A, 63, 89, 97, 108-109, 112
Student Information Center, 134
Student, New, 9
Student Personnel, 19A
Student Publications Board, 33-33A, 113, 117
Student Radio Board, 33A, 113
Student, Readmitted, 9
Student Recruitment, 33
Student, Returning, 9
Student Senate, 112
Student Standards Committee, 33A-33B, 103-104, 112, 113-116D
Student Standards Policy, 33A, 112-116D
Student Worker Policy, 94
Summer Session, 7, 15, 19A, 33B, 94-95, 99, 107, 120, 148B
Support, Research, 81-87
Support, State, 19
Suspension, Academic, 97
Suspension of Assistants, 39A
Suspension of Faculty Member, 36, 48

Tamarind Institute, 19A
Tax-Deferred Annuities, 72
Teacher Placement, 110
Teaching, 52, 95
Teaching Assistants, 39-39A, 96, 124-124A
Teaching Associates, 124
Technology Application Center, 19A, 83
Telegrams, 144
Telephone Service, 19A, 142-144
Television, 19A, 144
Temporary Appointments, 33C, 34-35, 58
Tenure, 24-25, 34-50, 42A-D, 66A
Tenure Position Plan, 34, 42A-C
Tenure Review Committee, 42A-B
Termination of Services, 18D, 34, 36-39, 39A, 46-50, 58
Testing Center, 19A, 28, 109
Textbooks, 117, 119
Theatre Arts, 71, 120
Thunderbird, 117
Time Slip, 95-96
Titles, 33C, 54
Traffic Regulations, 91B
Travel Funds, 67, 72-73
Tuition Waiver, 61D-62

Undergraduate Seminar Program, 19A
Unemployment Compensation, 73
United Fund Committee, 33C
University Art Museum, 132, 146-147
University College, 8, 15, 16, 19A, 109
University College Dean, 20, 28, 33
University College Board of Deans, 33C
University Committee on Human Subjects, 29, 74A-78
University Facilities see Facilities, University
University United Fund, 61
Utilities Division, 19A

Vacations, 56-58
Vacation Facilities, 127
Vehicles, University, 96
Veterans, 33D, 109, 110
Veterans Administration Hospital, 19A
Vice President for Academic Affairs, 19, 19A, 20, 20A, 23, 26, 27, 30, 42B-D, 58, 59, 60-62, 66C-66F, 72, 84, 91, 95, 116
Vice President for Business and Finance, 19, 19A, 20, 23, 26, 27, 31, 32, 91
Vice President for Health Sciences, 19, 19A, 20, 23, 91
Vice President for Regional and Community Affairs, 19, 19A, 20, 23, 91
Vice President for Research and Graduate Affairs, 19, 19A, 20, 23, 32, 74A, 81, 91
Vice President for Student and Campus Affairs, 19A, 20, 23, 26, 27, 30, 33, 91-91A, 113, 116D, 148
Visiting Appointments, 33C, 61A-61B
Vocational Resource Materials, 110
Voting Faculty, 20-24, 25, 31, 41, 113, 116B

Waiver of Tuition, 61D-62
WATS Lines, Use of, 144
Western Athletic Conference, 124B-125
Withdrawal, 99-100
Withholding Exemption Certificate, 61C, 71
Women's Intercollegiate Sports, Director of, 25
Workmen's Compensation, 73
Workshops, 33B

Zimmerman Library, 127-129A